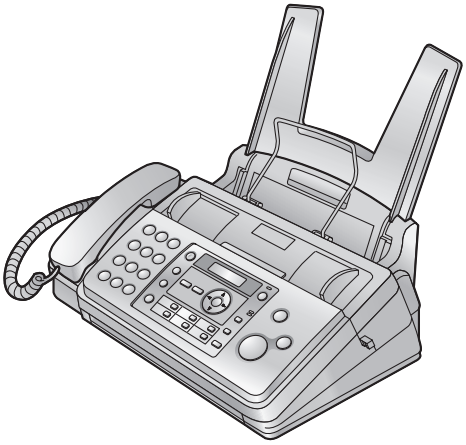

Panasonic

Operating Instructions

Plain Paper Fax
with Digital Answering System

Model No. **KX-FP373FX**

Please read these operating instructions before using the unit and save for future reference.

This unit is compatible with Caller ID. You must subscribe to the appropriate service of your service provider/telephone company.

Thank you for purchasing a Panasonic fax machine.

Things you should keep a record of

Attach your sales receipt here.

For your future reference

Date of purchase
Serial number (found on the rear of the unit)
Dealer's name and address
Dealer's telephone number

Caution:

- Do not rub or use an eraser on the printed side of recording paper, as the print may smear.

Notice for product disposal, transfer, or return

- This product can store your private/confidential information. To protect your privacy/confidentiality, we recommend that you erase the information such as phonebook or caller information from the memory before you dispose of, transfer or return the product.
- Note that the images of copied or received documents will remain on the used ink film. Use discretion when disposing of the used ink film.

Environment:

- Panasonic's strategic direction incorporates concern for the environment into all aspects of the product life cycle, from product development to energy saving designs; from greater product reusability to waste-conscious packaging practices.

Declaration of Conformity:

- Panasonic Communications Co., Ltd. declares that this equipment is in compliance with the essential requirements and other relevant provisions of Radio & Telecommunications Terminal Equipment (R&TTE) Directive 1999/5/EC.
  Declarations of Conformity for the relevant Panasonic products described in this manual are available for download by visiting:
  http://www.doc.panasonic.de

  Contact:
  Panasonic Services Europe
  a Division of Panasonic Marketing Europe GmbH
  Panasonic Testing Centre
  Winsbergring 15, 22525 Hamburg, Germany

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For your safety

To prevent severe injury and loss of life/property, read this section carefully before using the unit to ensure proper and safe operation of your unit.

- **The following symbols are used to classify and describe the level of hazard and injury caused when the denotation is disregarded and improper use is performed.**

⚠ WARNING Denotes a potential hazard that could result in serious injury or death.
⚠ CAUTION Denotes hazards that could result in minor injury or damage to the unit.

- **The following symbols are used to classify and describe the type of instructions to be observed.**

	This type of symbol is used to alert users to a specific operating procedure that must not be performed.
	This type of symbol is used to alert users to a specific operating procedure that must be emphasized in order to operate the unit safely.

⚠ WARNING

Power and ground connection

Use only the power source marked on the unit. If you are not sure of the type of power supplied to your home, consult your dealer or local power company.

For safety purposes this unit is equipped with a grounded plug. If you do not have this type of outlet, please have one installed. Do not defeat this safety feature by tampering with the plug.

Do not place objects on the power cord. Install the unit where no one can step or trip on the cord.

Do not overload power outlets and extension cords. This can result in the risk of fire or electric shock.

Completely insert the AC adaptor/power plug into the power outlet. Failure to do so may cause electric shock and/or excessive heat resulting in a fire.

Regularly remove any dust, etc. from the AC adaptor/power plug by pulling it from the power outlet, then wiping with a dry cloth. Accumulated dust may cause an insulation defect from moisture, etc. resulting in a fire.

Unplug this unit from power outlets if it emits smoke, an abnormal smell or makes unusual noise. These conditions can cause fire or electric shock. Confirm that smoke has stopped and contact an authorised service centre.

Never touch the plug with wet hands. Danger of electric shock exists.

Installation

Place the unit securely on a stable levelled surface. Serious damage and/or injury may result if the unit falls.

To prevent the risk of fire or electrical shock, do not expose this product to rain or any type of moisture.

Operating safeguards

Unplug this unit from power outlets before cleaning. Do not use liquid or aerosol cleaners.

Do not cover slots and openings on the unit. They are provided for ventilation and protection against overheating. Never place the unit near radiators, or in a place where proper ventilation is not provided.

Never push any objects through slots in this unit. This may result in the risk of fire or electric shock. Never spill any liquid on the unit.

To reduce the risk of electric shock, do not disassemble this unit. Take the unit to an authorised service centre when service is required. Opening or removing covers may expose you to dangerous voltage or other risks. Incorrect reassembly can cause electric shock when the unit is subsequently used.

Follow all warnings and instructions marked on this unit.

Do not spill liquids (detergents, cleansers, etc.) onto the telephone line cord plug, or allow it to become wet at all. This may cause a fire. If the telephone line cord plug becomes wet, immediately pull it from the telephone wall jack, and do not use.

Unplug this unit from power outlets and refer servicing to an authorised service centre when the following conditions occur:

- If the power cord is damaged or frayed.
- If liquid has been spilled into the unit.
- If the unit has been exposed to rain or water.
- If the unit does not work normally by following the operating instructions. Adjust only controls covered by the operating instructions. Improper adjustment may require extensive work by an authorised service centre.
- If the unit has been dropped or physically damaged.
- If the unit exhibits a distinct change in performance.

Installation and relocation

Never install telephone wiring during a lightning storm.

Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.

Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.

Use caution when installing or modifying telephone lines.

Important safety instructions

When using this unit, basic safety precautions should always be followed to reduce the risk of fire, electric shock, or personal injury.

1. Do not use this unit near water, for example near a bathtub, wash bowl, kitchen sink, etc.
2. During thunderstorms, avoid using telephones except cordless types. There may be a remote risk of an electric shock from lightning.
3. Do not use this unit to report a gas leak, when in the vicinity of the leak.

SAVE THESE INSTRUCTIONS

For best performance

Location

- To avoid malfunction, do not position the unit near appliances such as TVs or speakers which generate an intense magnetic field.

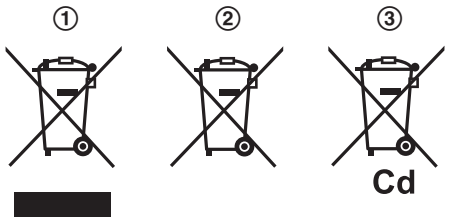
Environment

- Keep the unit away from electrical noise generating devices, such as fluorescent lamps and motors.
- The unit should be kept free from dust, high temperature and vibration.
- The unit should not be exposed to direct sunlight.
- Do not place heavy objects on top of the unit.
- When you leave the unit unused for a long period of time, unplug this unit from the power outlet.
- The unit should be kept away from heat sources such as heaters, kitchen stoves, etc. Damp basements should also be avoided.

Routine care

- Wipe the outer surface of the unit with a soft cloth. Do not use benzine, thinner, or any abrasive powder.

Information for Users on Collection and Disposal of Old Equipment and used Batteries



These symbols (①, ②, ③) on the products, packaging, and/or accompanying documents mean that used electrical and electronic products and batteries should not be mixed with general household waste.
For proper treatment, recovery and recycling of old products and used batteries, please take them to applicable collection points, in accordance with your national legislation and the Directives 2002/96/EC and 2006/66/EC.
By disposing of these products and batteries correctly, you will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling.
For more information about collection and recycling of old products and batteries, please contact your local municipality, your waste disposal service or the point of sale where you purchased the items.
Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.

For business users in the European Union

If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information.

Information on Disposal in other Countries outside the European Union

These symbols (①, ②, ③) are only valid in the European Union. If you wish to discard these items, please contact your local authorities or dealer and ask for the correct method of disposal.

Note for the battery symbol

This symbol (②) might be used in combination with a chemical symbol (③). In this case it complies with the requirement set by the Directive for the chemical involved.

1. Introduction and Installation

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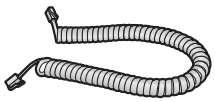
1.1 Supplied accessories

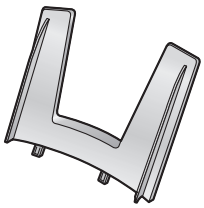
① Telephone line cord

② Handset

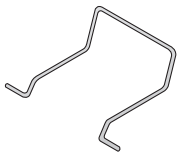
③ Handset cord



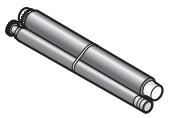
④ Paper tray



⑤ Recording paper support

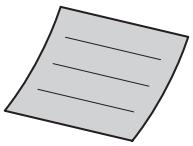


⑥ Starter ink film[*1] (10 metres long)



⑦ Operating instructions

⑧ Quick start sheet



*1 Prints about 30 A4-sized pages.

Note:

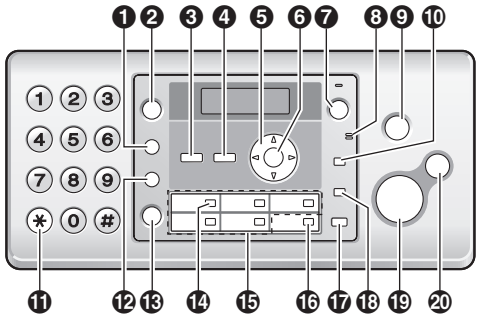
- Save the original carton and packing materials for future shipping and transportation of the unit.

1.2 Accessory information

– **Replacement film[*1] (Model No./Part No. KX-FA57E/KX-FA57X):** 70 m × 1 roll (prints about 210 A4-sized pages.)

*1 To ensure the unit operates properly, we recommend using the Panasonic replacement film. **The ink film is not reusable. Do not rewind and use the ink film again.**

1.3 Button descriptions



❶ **【FLASH】**
- To access special telephone services or for transferring extension calls.
- The recall/flash time can be changed (feature #72 on page 40).

❷ **【REDIAL】【PAUSE】**
- To redial the last number dialled. If the line is busy when you make a phone call using the **【DIGITAL SP-PHONE】** button, or when you send a fax, the unit will automatically redial the number 2 or more times.
- To insert a pause during dialling.

❸ **【CALLER ID】**
- To use Caller ID features (page 19).

❹ **【MENU】**
- To start or exit programming.

❺ **Navigator key**
【+】【−】【▲】【▼】【◄】【►】【PHONEBOOK】【VOLUME】
- To adjust volume (page 14).
- To search for a stored item (page 17, 22).

❻ **【SET】**
- To store a setting during programming.

❼ **【AUTO ANSWER】**
- To turn the auto answer setting ON/OFF (page 25).

❽ **【MIC】**
- The built-in microphone.

❾ **【STOP】**
- To stop an operation or programming session.
- To erase a character/number.

❿ **【RECORD】**
- To record your greeting message (page 31).
- To record your voice memo (page 31).

⓫ **【TONE】**
- To change from pulse to tone temporarily during dialling when your line has rotary/pulse service.

⓬ **【MUTE】**
- To mute your voice during a conversation. Press again to resume the conversation.

⓭ **【DIGITAL SP-PHONE】**
- For speakerphone operation (page 18).

⓮ **【BROADCAST】**
- To send a document to multiple parties (page 23).

⓯ **Station keys**
- To use the one touch dial feature (page 18, 22).

⓰ **【LOWER】**
- To select stations 6-10 for the one-touch dial feature (page 18, 20, 22).

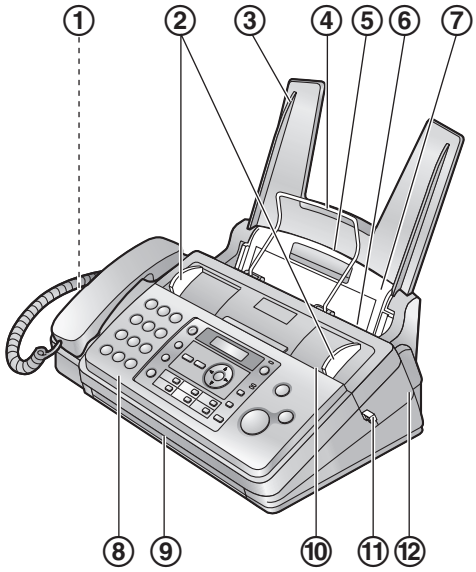
⓱ **【PLAYBACK】**
- To play messages (page 32).

⓲ **【ERASE】**
- To erase messages (page 32).
- To erase a stored item (page 18).

⓳ **【FAX START】**
- To send or receive a fax.

⓴ **【COPY】**
- To copy a document (page 29).

1.4 Overview



① Speaker
② Document guides
③ Paper tray
④ Paper support
⑤ Recording paper entrance
⑥ Recording paper exit
⑦ Tension plate
⑧ Front cover
⑨ Document exit
⑩ Document entrance
⑪ Green button (Back cover release button)
⑫ Back cover

Removing the shipping tape

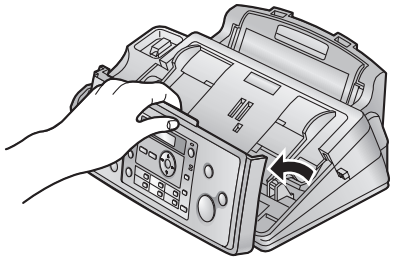
Note:

- Shipping tape positions are subject to change without notice.

1.5 Ink film

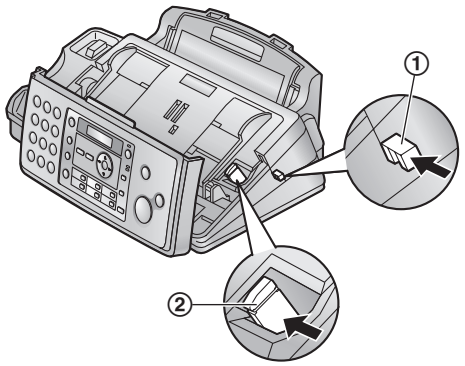
The supplied film roll is a starter ink film.

1 Open the front cover by pulling up the centre part.

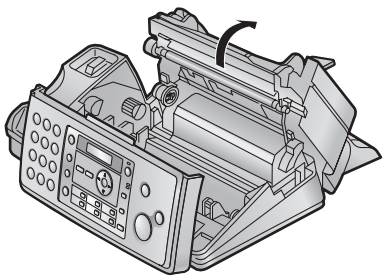


2 Release the back cover by pushing the green button (①).

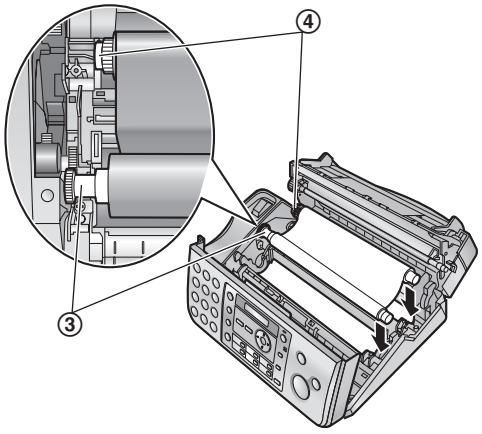
- You can also release the back cover by pushing in the green lever (②).



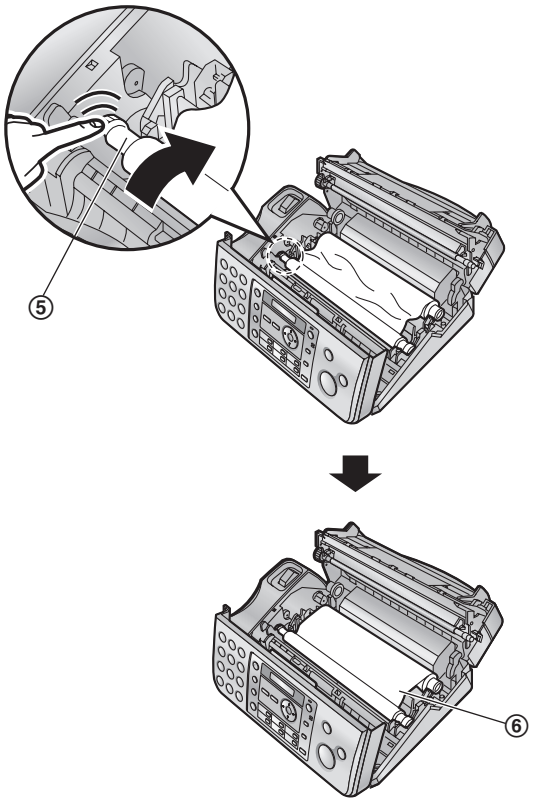
3 Open the back cover.



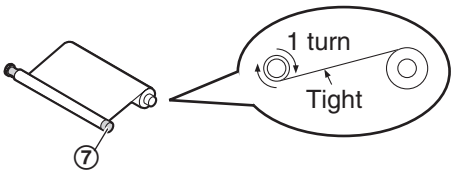
4 Insert the blue gear of the ink film roll into the front left slot of the unit (③) and the white gear of the ink film roll into the rear left slot of the unit (④).
- The ink film is safe to touch and will not rub off on your hands like carbon paper.
- Make sure the blue gear (③) and white gear (④) are installed as shown.



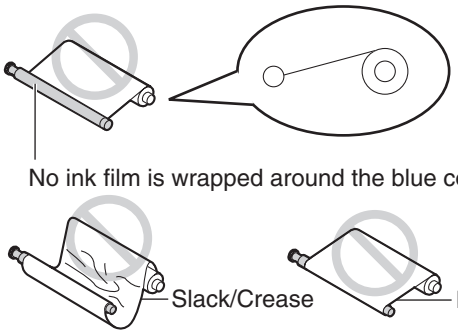
5 Turn the blue gear (⑤) in the direction of the arrow until the ink film is tight (⑥) and at least one layer of ink film is wrapped around the blue core (⑦).



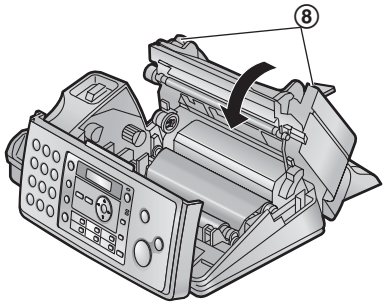
Correct



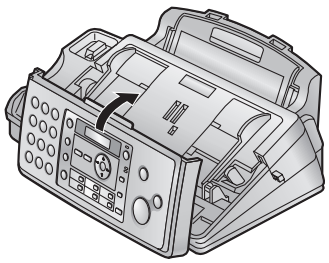
Incorrect



6 Close the back cover securely by pushing down on the dotted area at both ends (⑧).



7 Close the front cover securely.

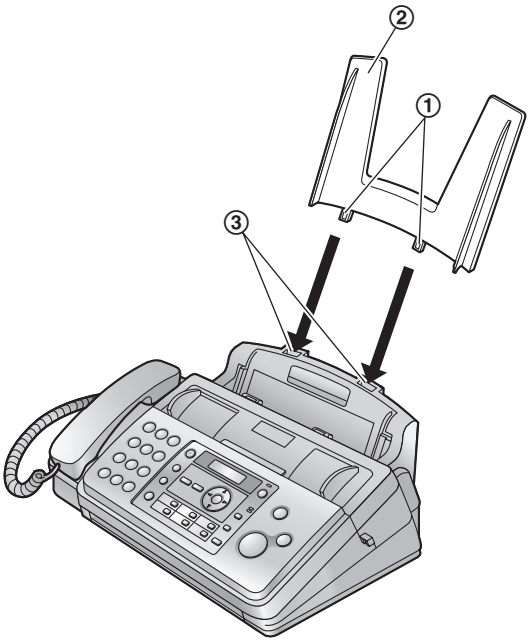


1.6 Handset cord

Connect the handset cord (①).

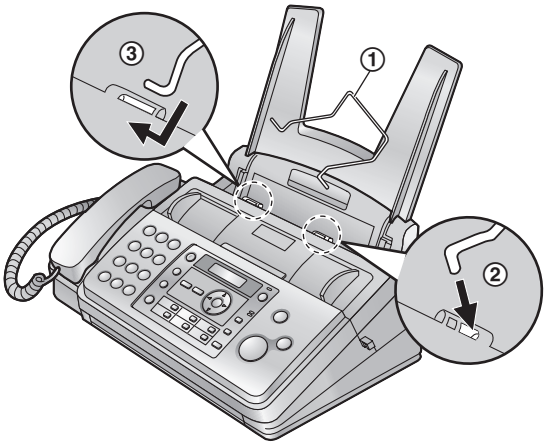
1.7 Paper tray

Insert the tabs (①) on the paper tray (②) into the slots on the back of the unit (③).



1.8 Recording paper support

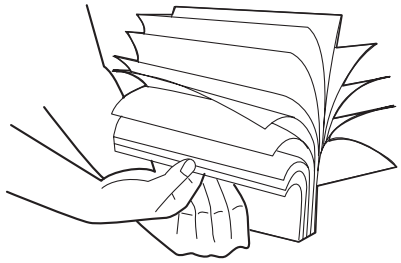
Insert the recording paper support (①) into the slot to the right of the recording paper exit (②), then into the left slot (③).



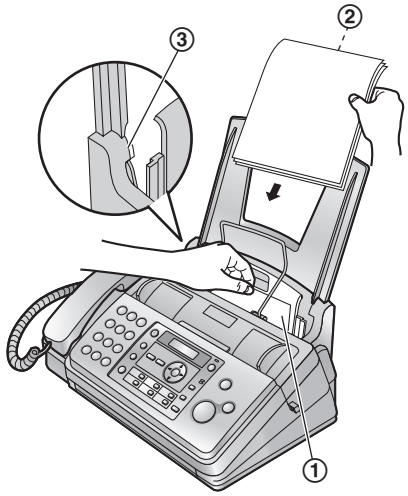
1.9 Recording paper

The unit can hold up to 50 sheets of 64 g/m^2 to 80 g/m^2 paper.
Please refer to page 55 for more information on recording paper.

1 Fan the paper to prevent paper jams.

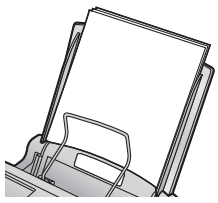


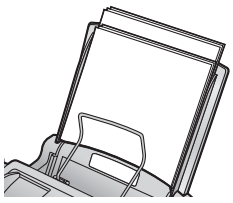
2 Pull the tension plate forward (①) and insert the paper gently, print-side down (②).
- The paper should not be over the tab (③).



- If the paper is not inserted correctly, remove all of the installed paper, and re-install it gently. Otherwise the paper may jam.

Correct **Incorrect**





Note:
- Remove all of the installed paper before adding paper.

2.1 Connections

Caution:

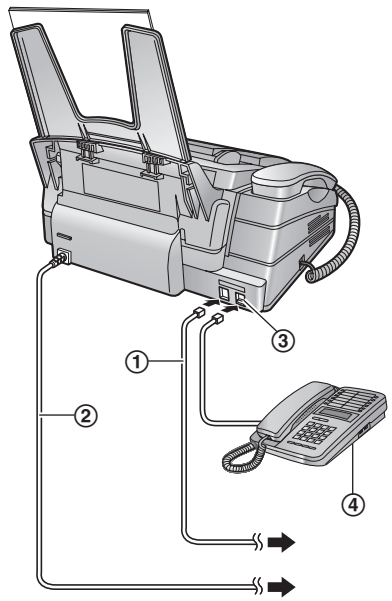
- **When you operate this product, the power outlet should be near the product and easily accessible.**
- **Be sure to use the telephone line cord supplied with this unit.**
- **Do not extend the telephone line cord.**

① Telephone line cord
- Connect to a single telephone line jack.

② Power cord
- Connect to a power outlet (220 V – 240 V, 50/60 Hz).

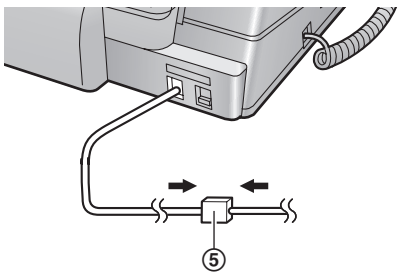
③ **[EXT]** jack
- You can connect an extension telephone. Remove the stopper if attached.

④ Extension telephone (not supplied)



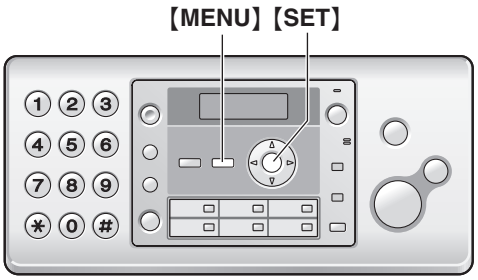
Note:

- If any other device is connected to the same telephone line, this unit may disturb the network condition of the device.
- If you use the unit with a computer and your internet provider instructs you to install a filter (⑤), please connect it as follows.



2.2 Dialling mode

If you cannot dial (page 17, 21), change this setting according to your telephone line service.



1 **【MENU】→【#】【1】【3】**

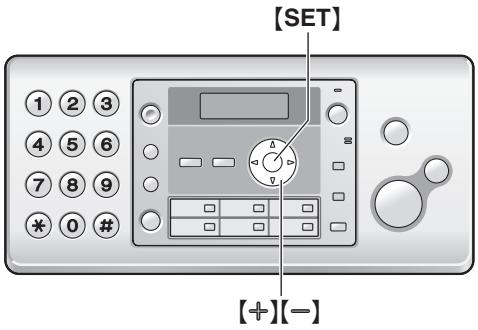
```
DIAL MODE
=TONE          [±]
```

2 Press **【1】** or **【2】** to select the desired setting.
【1】 "**PULSE**": For rotary/pulse dial service.
【2】 "**TONE**" (default): For tone dial service.

3 **【SET】**

4 Press **【MENU】** to exit.

2.3 Adjusting volume



Ringer volume

While the unit is idle, press 【+】 or 【−】.

- If there are any documents in the document entrance, you cannot adjust the volume. Confirm that there are no documents in the entrance.

To turn the ringer OFF

Press 【−】 repeatedly to display "RINGER OFF= OK?". → 【SET】

- The unit will not ring.
- To turn the ringer back ON, press 【+】.

Ringer tone

- You can select the ringer tone from one of 3 patterns (feature #17 on page 36).

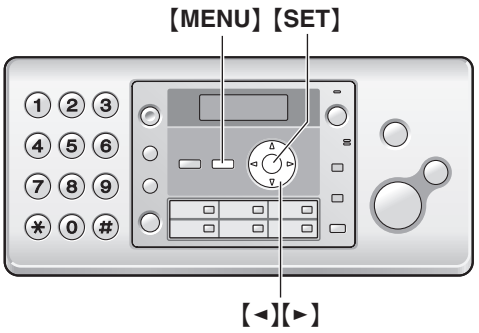
Handset receiver volume

While using the handset, press 【+】 or 【−】.

Speaker volume

While using the speakerphone, press 【+】 or 【−】.

2.4 Date and time



1 【MENU】 → 【#】【0】【1】 → 【SET】

```
D:01/M:01/Y:08
TIME: 00:00
```

2 Enter the current date/month/year/hour/minute by selecting 2 digits for each. Press 【*】 repeatedly to select "AM", "PM", or 24 hour clock format.
Example: 10 August, 2008 10:15PM (12 hour clock format)

1. Press 【1】【0】 【0】【8】 【0】【8】 【1】【0】 【1】【5】.

```
D:10/M:08/Y:08
TIME: 10:15
```

2. Press 【*】 repeatedly to select "PM".

3 【SET】

4 Press 【MENU】 to exit.

Note:

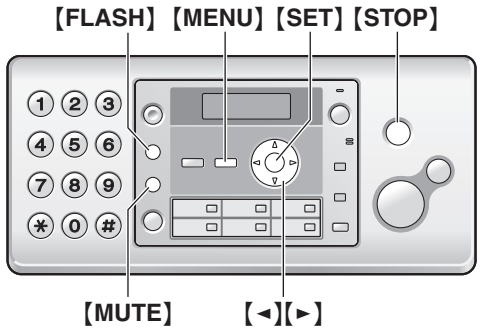
- The other party's fax machine will print the date and time on the top of each page you send according to your unit's date and time setting.

To correct a mistake

Press 【◄】 or 【►】 to move the cursor to the incorrect number, and make the correction.

2.5 Your logo

You can program your logo (name, company name, etc.) so that it appears on the top of each page sent.



1 【MENU】→【♯】【0】【2】→【SET】

```
LOGO=
```

2 Enter your logo, up to 30 characters. See the following character table for details. →【SET】

3 Press【MENU】to exit.

To select characters with the dial keypad

Keypad	Characters
【1】	Space # & ' ( ) * , – . / 1
【2】	A B C 2
	a b c 2
【3】	D E F 3
	d e f 3
【4】	G H I 4
	g h i 4
【5】	J K L 5
	j k l 5
【6】	M N O 6
	m n o 6
【7】	P Q R S 7
	p q r s 7
【8】	T U V 8
	t u v 8
【9】	W X Y Z 9
	w x y z 9
【0】	Space 0
【✳】	To switch between uppercase or lowercase letters.
【FLASH】	To enter a hyphen.
【MUTE】	To insert a space.
【STOP】	To delete a character.

Note:

- To enter a character that is located on the same dial key as the previously entered character, you must first press【►】to move the cursor to the next space.

To enter your logo

Example: "BILL"

1. Press【2】2 times.

```
LOGO=B
```

2. Press【4】3 times.

```
LOGO=BI
```

3. Press【5】3 times.

```
LOGO=BIL
```

4. Press【►】to move the cursor to the next space and press【5】3 times.

```
LOGO=BILL
```

To switch between uppercase or lowercase letters

Pressing the【✳】button will change the letter input to uppercase or lowercase alternately.

1. Press【2】2 times.

```
LOGO=B
```

2. Press【4】3 times.

```
LOGO=BI
```

3. Press【✳】.

```
LOGO=Bi
```

4. Press【5】3 times.

```
LOGO=Bil
```

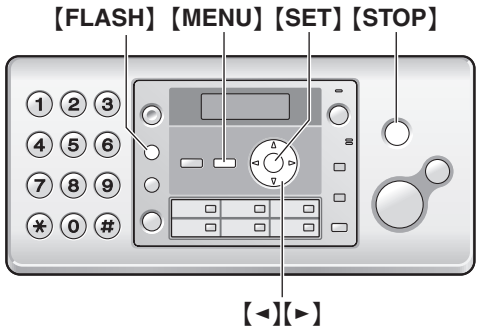
To correct a mistake

Press【◄】or【►】to move the cursor to the incorrect character, and make the correction.

- To erase all of the characters, press and hold【STOP】.

2.6 Your fax number

You can program your fax number so that it appears on the top of each page sent.



1 【MENU】→【⌗】【0】【3】→【SET】

```
NO.=
```

2 Enter your fax number, up to 20 digits.
- To enter a "+", press 【✳】.
- To enter a space, press 【⌗】.
- To enter a hyphen, press 【FLASH】.
- To erase a number, press 【STOP】.

3 【SET】

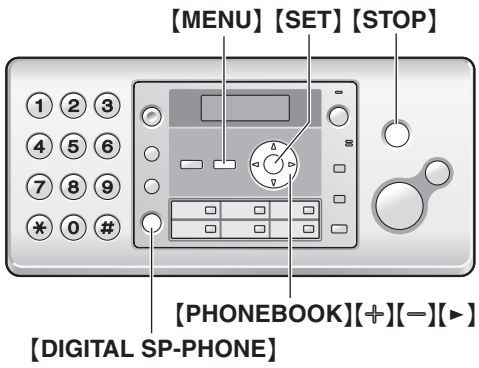
4 Press 【MENU】 to exit.

To correct a mistake

Press 【◄】 or 【►】 to move the cursor to the incorrect number, and make the correction.
- To erase all of the numbers, press and hold 【STOP】.

3.1 Phonebook

The unit provides a phonebook (110 items including 10 one touch dial items).



3.1.1 Storing phonebook items

1 Press **【MENU】** repeatedly to display "**PHONEBOOK SET**". → **【►】**

2 Enter the name, up to 16 characters (see page 15 for instructions). → **【SET】**

3 Enter the telephone number, up to 24 digits. → **【SET】**
- To program other items, repeat steps 2 to 3.

4 Press **【MENU】** to exit.

3.1.2 Making a phone call using the phonebook

1 **【PHONEBOOK】**

2 Press **【+】** or **【−】** repeatedly to display the desired item.

3 Press **【DIGITAL SP-PHONE】** or lift the handset.

To search for a name by initial
Example: "LISA"

1. **【PHONEBOOK】**
2. Press **【+】** or **【−】** to initiate the phonebook.
3. Press **【5】** repeatedly to display any name with the initial "**L**" (see the character table, page 15).
   - To search for symbols, press **【1】**.
4. Press **【−】** repeatedly to display "**LISA**".
   - To stop the search, press **【STOP】**.
   - To dial the displayed number, press **【DIGITAL SP-PHONE】** or lift the handset.

3.1.3 Editing a stored item

1 **【PHONEBOOK】**

2 Press **【+】** or **【−】** repeatedly to display the desired item. → **【MENU】**

3 **【✳】**
- If you do not need to edit the name, skip to step 5.

4 Edit the name. For further details, see the storing procedure on page 17.

5 **【SET】**
- If you do not need to edit the telephone number, skip to step 7.

6 Edit the telephone number. For further details, see the storing procedure on page 17.

7 **【SET】**

3.1.4 Erasing a specific item

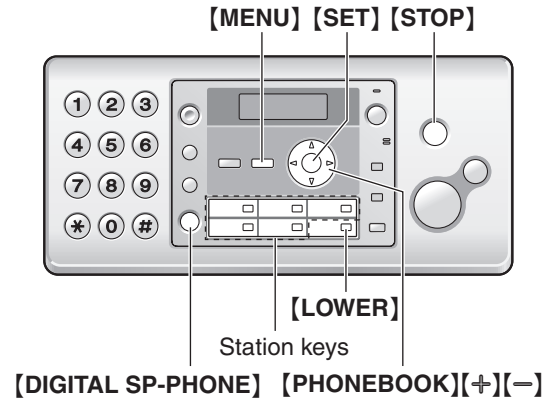
1. **【PHONEBOOK】**
2. Press **【+】** or **【−】** repeatedly to display the desired item. → **【MENU】** → **【#】**
   - To cancel erasing, press **【STOP】**.
3. **【SET】**

3.1.5 Erasing all items

1. **【PHONEBOOK】** → **【MENU】**
2. Press **【+】** or **【−】** repeatedly to select "**YES**". → **【SET】**
   - To cancel erasing, press **【STOP】**.
3. **【SET】**

3.2 One touch dial feature

The unit provides the one touch dial feature (10 items).



3.2.1 Storing one touch dial items

1 Press 【MENU】 repeatedly to display "PHONEBOOK SET".

2 Select the desired station key.

For station 1:

1. Press station 1.

```
STATION 1
DIAL MODE      [±]
```

2. 【SET】

For stations 2–5:

Press one of the station keys.

For stations 6–10:

Press 【LOWER】, then press one of the station keys.

3 Enter the name, up to 16 characters (see page 15 for instructions). → 【SET】

4 Enter the telephone number, up to 24 digits. → 【SET】

- To program other items, repeat steps 2 to 4.

5 Press 【STOP】 to exit.

3.2.2 Making phone calls using the one touch dial

1 Select the desired station key.

For stations 1–5:

Press the desired station key.

For stations 6–10:

Press 【LOWER】, then press the desired station key.

2 Press 【DIGITAL SP-PHONE】 or lift the handset.

3.2.3 Editing a stored item

1 【PHONEBOOK】

2 Press 【+】 or 【−】 repeatedly to display the desired item. → 【MENU】

3 【✳】

- If you do not need to edit the name, skip to step 5.

4 Edit the name. For further details, see the storing procedure on page 18.

5 【SET】

- If you do not need to edit the telephone number, skip to step 7.

6 Edit the telephone number. For further details, see the storing procedure on page 18.

7 【SET】

3.2.4 Erasing a stored item

1. 【PHONEBOOK】

2. Press 【+】 or 【−】 repeatedly to display the desired item. → 【MENU】 → 【#】

- To cancel erasing, press 【STOP】.

3. 【SET】

3.3 Caller ID service

This unit is compatible with the Caller ID service offered by your local telephone company. To use this unit's Caller ID features, you must subscribe to a Caller ID service.

Important:

- **This unit is designed in accordance with the ETS (European Telecommunication Standard) and only supports the basic CLIP (Calling Line Identification Presentation) features.**
- **This unit will only display the caller's telephone number and name.**
- **This unit will not support future additional telephone services.**
- **Depending on the service of the local telephone company, the date/time of the call or the caller's name may not be displayed.**

Make sure the following ring count is set to 2 or more rings beforehand.

– FAX ring count (feature #06 on page 35), TAM/FAX ring count (feature #06 on page 35) and TEL/FAX ring count (feature #78 on page 40)

- The name display service may not be available in some areas. For further information, please contact your telephone company.

3.3.1 How Caller ID is displayed

The calling party's name or telephone number will be displayed after the 1st ring. You have the option of whether or not to answer the call.
The unit will automatically store caller information (name, telephone number, date and time of the call, the number of times called) from the 30 most recent callers. It is possible to view caller information one at a time on the display (page 19) or print the entire Caller ID list (page 54).

- When caller information is received and it matches a telephone number stored in the unit's phonebook, the stored name will be displayed.
- If the unit is connected to a PBX (Private Branch Exchange) system, caller information may not be received properly. Consult your PBX supplier.
- If the unit cannot receive caller information, the following will be displayed:
  "**OUT OF AREA**": The caller dialled from an area which does not provide Caller ID service.
  "**PRIVATE CALLER**": The caller requested not to send caller information.
  "**LONG DISTANCE**": The caller made a long distance call.

To confirm caller information using the Caller ID list

– To print manually, see page 54.
– To print automatically after every 30 new calls, activate feature #26 (page 37).

3.4 Viewing and calling back

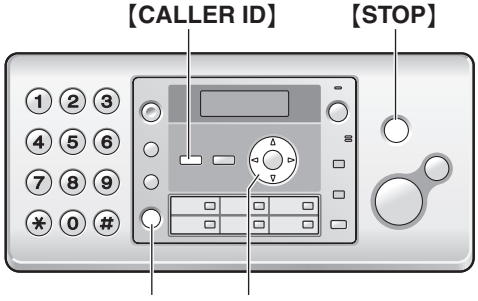
Important:

- **If the area code of the received telephone number is the same as yours, the area code may need to be deleted before calling back. This may only apply to some areas. To edit the number, see page 20.**

The display will show the number of new calls in standby mode.

Example:

```
10 CALLS
  10:59
```



1 **【CALLER ID】**

2 Press **【−】** to search from the recently received caller information.

- If you press **【+】**, the display order will be reversed.

3 Press **【DIGITAL SP-PHONE】** or lift the handset to return the call.

- The unit will start dialling automatically.
- To send a fax, see page 21.

To change the way caller information is displayed

Press **【CALLER ID】** repeatedly after step 2.

Example:

```
SAM LEE
11:20  20 Jul.✓
```

↕

```
1345678901
11:20  20 Jul.✓
```

3.4.1 Symbols and operations for caller information

What "✓" means

"✓" on the display means the call has already been viewed or answered.

If the same person calls more than once

The number of times the same caller called ("×2" to "×9") will be displayed. Only the date and time of the most recent call will be stored.

Example: The same person called 3 times.

```
SAM LEE
10:30  20 Jul.×3
```

To stop viewing

Press **[STOP]**.

3.5 Editing a telephone number before calling back/storing

1 **[CALLER ID]**

2 Press **[+]** or **[−]** repeatedly to display the desired item.

3 Press **[CALLER ID]** to display the telephone number.

4 Press **[✳]**, then edit the number.
- Press dial key (**[0]** to **[9]**) to add, **[STOP]** to delete.

5 Press **[DIGITAL SP-PHONE]** or lift the handset to call back the edited number.
- The unit will start dialling automatically.
- To send a fax, see page 21.
- To store the number in the phonebook, follow from step 3 of the storing procedure on page 20.

3.6 Erasing caller information

3.6.1 Erasing all caller information

1 Press **[MENU]** repeatedly to display "**CALLER SETUP**". → **[SET]**
- "**CALL LIST ERASE**" will be displayed.

2 **[SET]**
- To cancel erasing, press **[STOP]**, then **[MENU]**.

3 **[SET]** → **[STOP]**

3.6.2 Erasing specific caller information

1 **[CALLER ID]**

2 Press **[+]** or **[−]** repeatedly to display the desired item. → **[◄]** → **[SET]** → **[STOP]**

3.7 Storing caller information into the phonebook/one touch dial

1 **[CALLER ID]**

2 Press **[+]** or **[−]** repeatedly to display the desired item.

3 **[MENU]**

4 Select the phonebook or station key.

Using phonebook:

Press **[PHONEBOOK]**.

For station 1:

1. Press station 1.
2. Press **[+]** or **[−]** repeatedly to select "**DIAL MODE**". → **[SET]**

For stations 2–5:

Press one of the station keys.

For stations 6–10:

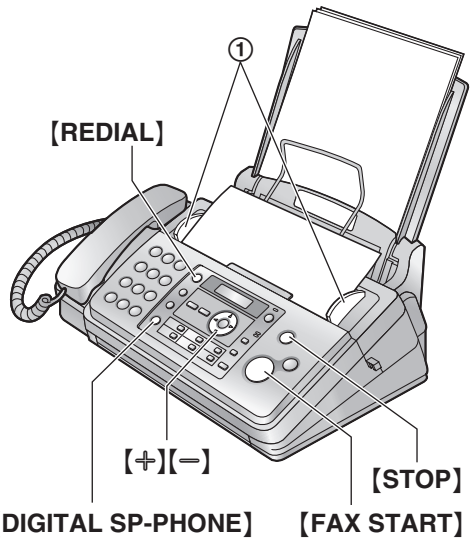
Press **[LOWER]**, then press one of the station keys.

5 If a name is required, enter up to 16 characters for the name (page 15).

6 **[SET]**
- If the number requires editing, see page 20.

7 **[SET]**

4.1 Sending a fax manually



1 Adjust the width of the document guides (①) to fit the actual size of the document.

2 Insert the document (up to 10 pages) FACE DOWN until a single beep is heard and the unit grasps the document.

3 If necessary, press 【+】 or 【−】 repeatedly to select the desired resolution.

4 Press 【DIGITAL SP-PHONE】 or lift the handset.

5 Dial the fax number.

6 **When a fax tone is heard:**

Press 【FAX START】.

When the other party answers your call:

Ask them to press their start button. When the fax tone is heard, press 【FAX START】.

To select the resolution

Select the desired resolution according to the character size.

– "STANDARD": For normal-sized characters.
– "FINE": For small-sized characters.
– "SUPER FINE": For very small-sized characters.
– "PHOTO": For photographs, shaded drawings, etc.

- Using the "FINE", "SUPER FINE" and "PHOTO" settings will increase transmission time.

To redial the last number

【REDIAL】 → 【FAX START】

- If the line is busy, the unit will automatically redial the number 2 or more times.
- To cancel redialling, press 【STOP】.

To send more than 10 pages at a time

Insert the first 10 pages of the document. Add the other pages (up to 10 at a time) on top of the previously inserted pages while the last page is being fed into the unit.

Pre-dialling a fax number

1. Enter the fax number.
2. Insert the document.
3. 【FAX START】

Sending from memory (Quick scan feature)

To use this feature, activate feature #34 (page 38) beforehand.

1. Insert the document.
2. Enter the fax number. → 【FAX START】

- If the document exceeds the memory capacity, transmission will be cancelled and this feature will be turned OFF automatically. You must send the entire document manually.
- This feature cannot be used if the handset is in use or 【DIGITAL SP-PHONE】 is pressed.

To stop sending

Press 【STOP】.

Printing a sending report

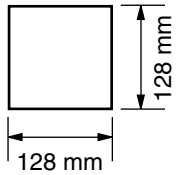
A sending report provides you with a printed record of transmission results (errors, etc.). To print sending reports, make sure feature #04 is activated (page 35). The default setting is "ERROR". For an explanation of error messages, see page 42.

Printing a journal report

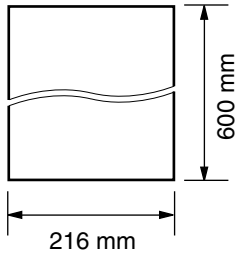
A journal report provides you with a printed record of the 30 most recent fax transmissions and receptions. To print it manually, see page 54. To print it automatically after every 30 new fax transmissions and receptions, make sure feature #22 is activated (page 37). For an explanation of error messages, see page 42.

4.2 Document requirements

Minimum document size

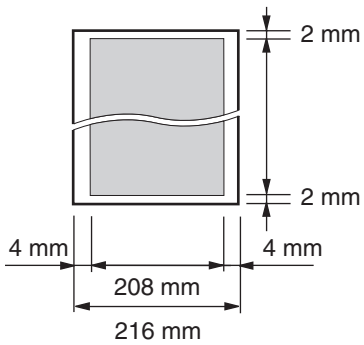


Maximum document size



Effective scanning area

- Shaded area will be scanned.



Document weight

- Single sheet:
  45 g/m^2 to 90 g/m^2
- Multiple sheets:
  60 g/m^2 to 80 g/m^2

Note:

- Remove clips, staples or other fasteners.
- Do not send the following types of documents: (Make a copy of the document using another copier and send the copy.)
  - Chemically treated paper such as carbon or carbonless duplicating paper
  - Electrostatically charged paper
  - Badly curled, creased or torn paper
  - Paper with a coated surface
  - Paper with a faint image
  - Paper with printing on the opposite side that can be seen through the other side, such as newsprint
- Check that ink, paste or correction fluid has dried completely.
- To send a document with a width of less than 210 mm, we recommend using a copy machine to copy the original document onto A4 or letter-sized paper, then sending the copied document.

4.3 Sending a fax using the phonebook and one touch dial feature

Before using this feature, store the desired names and telephone numbers into the phonebook (page 17) and one touch dial feature (page 18).

1 Adjust the width of the document guides to fit the actual size of the document.

2 Insert the document (up to 10 pages) FACE DOWN until a single beep is heard and the unit grasps the document.

3 If necessary, press **【+】** or **【−】** repeatedly to select the desired resolution (page 21).

4 **Using phonebook:**

1. 【PHONEBOOK】

2. Press **【+】** or **【−】** repeatedly to display the desired item.

Using stations 1–5:

Press the desired station key.

Using stations 6–10:

Press **【LOWER】**, then press the desired station key.

5 **【FAX START】**

Fax auto redial

If the line is busy or if there is no answer, the unit will automatically redial the number 2 or more times.

- To cancel redialling, press **【STOP】**.

4.4 Broadcast transmission

By storing the phonebook items (page 17) into the broadcast memory, you can send the same document to multiple parties (up to 20). Your programmed items will remain in the broadcast memory, allowing frequent re-use.

- The broadcast function utilises station 1. The one-touch dial function will be cancelled.
- The broadcast key can accept one-touch dial and navigator entries.

4.4.1 Programming items into the broadcast memory

1 Press **[MENU]** repeatedly to display "**PHONEBOOK SET**". → **[BROADCAST]**

2 Press **[+]** or **[−]** repeatedly to display "**BROADCAST**". → **[SET]**

3 Program items.

Using phonebook:

Press **[+]** or **[−]** repeatedly to display the desired item. → **[SET]**

Using stations 2–5:

Press the desired station key.

Using stations 6–10:

Press **[LOWER]**, then press the desired station key.

- The number in brackets indicates the number of registered items.
- If you have programmed the wrong item, press **[STOP]** to erase the item.
- To program other items, repeat step 3 (up to 20 items).

4 **[SET]** → **[STOP]**

4.4.2 Adding a new item into the broadcast memory

1 **[PHONEBOOK]**

2 Press **[+]** or **[−]** repeatedly to display "**<BROADCAST>**". → **[MENU]** → **[✳]**

3 Press **[+]** or **[−]** repeatedly to display the desired item. → **[SET]**

- To add other items, repeat step 3 (up to 20 items).

4 **[STOP]**

4.4.3 Erasing a stored item from the broadcast memory

1 **[PHONEBOOK]**

2 Press **[+]** or **[−]** repeatedly to display "**<BROADCAST>**". → **[MENU]** → **[#]**

3 Press **[+]** or **[−]** repeatedly to display the desired item you want to erase.

- To cancel erasing, press **[STOP]**.

4 **[SET]** → **[SET]** → **[STOP]**

4.4.4 Sending the same document to pre-programmed parties

1 Insert the document FACE DOWN.

2 If necessary, press **[+]** or **[−]** repeatedly to select the desired resolution (page 21). → **[BROADCAST]**

- After transmission, the unit will automatically print a report (**Broadcast sending report**).

Note:

- If you select "**FINE**", "**SUPER FINE**" or "**PHOTO**" resolution, the number of pages that the unit can send will decrease.
- If the document exceeds the memory capacity, transmission will be cancelled.
- If a party is busy or does not answer, it will be skipped and redialled later 2 or more times.

To send the same document to a one-time group of items

1. Insert the document. → **[PHONEBOOK]**
2. Press **[+]** or **[−]** repeatedly to display "**<ONE TIME BROAD>**". → **[SET]**
3. Press **[+]** or **[−]** repeatedly to display the desired party. → **[SET]**
   - If you have programmed the wrong item, press **[STOP]** to erase the item.
   - To program other parties, repeat step 3 (up to 20 items).
4. Press **[FAX START]** to start transmission to the programmed parties.

To cancel broadcast transmission

Press **[STOP]** repeatedly to display "**SEND CANCELLED?**". → **[SET]**

4.5 Selecting the way to use your fax machine

Depending on your situation, select the way you prefer to use your fax machine.

– Use as a telephone answering machine and/or fax (TAM/FAX mode)
– Use only as a fax (FAX ONLY mode)
– Use mostly as a telephone (TEL mode)
– Use as a telephone and/or fax (TEL/FAX mode)

4.5.1 Use as a telephone answering machine and/or fax (TAM/FAX mode)

Your situation

You want to answer phone calls using the telephone answering machine and receive faxes automatically.

Setup

Set the fax machine to TAM/FAX mode (page 26) by pressing **【AUTO ANSWER】** repeatedly.

- The **【AUTO ANSWER】** indicator turns ON.

【FAX START】

Note:

- Make sure feature #77 is set to **"TAM/FAX"** beforehand (page 40).
- Do not connect an answering machine to the same telephone line. If connected, set the automatic answer feature to OFF by pressing **【AUTO ANSWER】** repeatedly.

How phone calls and faxes are received

If the call is a phone call, the fax machine will record the caller's message automatically.
If a fax calling tone is detected, the fax machine will receive the fax automatically.

4.5.2 Use only as a fax (FAX ONLY mode)

Your situation

You have a separate telephone line just for faxes, or you want to use the unit only for receiving faxes.

Setup

Set the fax machine to FAX ONLY mode (page 27) by pressing **【AUTO ANSWER】** repeatedly.

- The **【AUTO ANSWER】** indicator turns ON.

Note:

- Make sure feature #77 is set to **"FAX ONLY"** beforehand (page 40).

How faxes are received

All incoming calls will be answered as faxes.

4.5.3 Use mostly as a telephone (TEL mode)

Your situation

You want to answer calls yourself. If a fax call is received, you must receive the fax manually.

Setup

Set the fax machine to TEL mode (page 25) by pressing **【AUTO ANSWER】** repeatedly.

- The **【AUTO ANSWER】** indicator turns OFF.

Note:

- Make sure feature #73 is set to **"TEL"** (page 40) beforehand.

How to receive phone calls and faxes

You have to answer all calls manually.
To receive a fax, press **【FAX START】**.

4.5.4 Use as a telephone and/or fax (TEL/FAX mode)

Your situation

You want to answer phone calls yourself and receive faxes automatically without rings.

Setup

Set the fax machine to TEL/FAX mode (page 26) by pressing **【AUTO ANSWER】** repeatedly.

- The **【AUTO ANSWER】** indicator turns OFF.

Note:

- Make sure feature #73 is set to **"TEL/FAX"** (page 40) beforehand.

How phone calls and faxes are received

If the call is a phone call, the fax machine will ring.
If a fax calling tone is detected, the fax machine will receive the fax automatically without ringing.

4.6 Receiving a fax manually – Auto answer OFF

Note:

- By default, the unit reduces the size of the received document to 92 % when printing (See feature #36 on page 38 for details).

4.6.1 Activating TEL mode

1 Make sure feature #73 is set to **"TEL"** (page 40) beforehand.

2 Press **【AUTO ANSWER】** repeatedly to display **"TEL MODE"**.

- The **【AUTO ANSWER】** indicator turns OFF.

Note:

- If you do not answer the call within 10 rings, the unit will temporarily answer the call. Then you need to enter the remote operation ID to turn the auto answer setting ON. See page 33 for details.

How to receive phone calls and faxes

1. Lift the handset to answer the call.
2. When:
   – document reception is required,
   – a fax calling tone (slow beep) is heard, or
   – no sound is heard,

   press **【FAX START】**.
3. Replace the handset.

To stop receiving

Press **【STOP】**.

How to receive faxes with an extension telephone

1. When the extension telephone rings, lift the handset of the extension telephone.

2. When:
   – document reception is required,
   – a fax calling tone (slow beep) is heard, or
   – no sound is heard,

   press **【✳】【#】【9】** (default fax activation code) **firmly**.
3. Replace the handset.

Note:
- To receive fax documents using the extension telephone, make sure remote fax activation is turned ON (feature #41 on page 38) beforehand. The default setting is ON.

4.6.2 Activating TEL/FAX mode

1 Make sure feature #73 is set to **"TEL/FAX"** (page 40) beforehand.

2 Press **【AUTO ANSWER】** repeatedly to display **"TEL/FAX MODE"**.
- The **【AUTO ANSWER】** indicator turns OFF.

3 The ringer volume setting should be ON (page 14).

How phone calls and faxes are received

1. **"INCOMING CALL"** will be displayed but the unit will not ring.
2. The unit will wait for the duration of **2 rings** before answering the call.
   - The number of rings is determined by the **"TEL/FAX delayed ring setting"** (feature #78 on page 40).
   - During this time, an extension telephone will ring.
3. The unit will answer the call and try to detect a fax calling tone.

   When a fax calling tone is detected
   The unit receives the fax automatically without ringing.

   When a fax calling tone is not detected
   ❶ The unit will ring. You may answer the call.
   - Callers will hear a ring back tone different from the one generated by the telephone company.
   - An extension telephone will not ring at this time. To answer the call with the extension telephone (if connected to the same line), lift the handset and press **【✳】【0】** (default auto disconnection code) while the fax machine is ringing. The auto disconnection code can be changed in feature #49 on page 39.

   ❷ If you do not answer the call, the unit will activate the fax function.
   - Some fax machines do not generate fax calling tones when sending faxes, therefore the unit will try to receive a fax even if no fax calling tone is detected.

Note:
- Even when you answer a call with the extension telephone and press the auto disconnection code, the fax machine may activate the fax function depending on the type of an extension telephone. Press **【STOP】** on the fax machine to talk with the calling party.

4.7 Receiving a fax automatically – Auto answer ON

Note:
- By default, the unit reduces the size of the received document to 92% when printing (See feature #36 on page 38 for details).

4.7.1 Activating TAM/FAX mode

1 Make sure feature #77 is set to **"TAM/FAX"** beforehand (page 40).

2 Press **【AUTO ANSWER】** repeatedly to display **"TAM/FAX MODE"**.
- The **【AUTO ANSWER】** indicator turns ON.
- The unit will play the pre-recorded greeting message. You can record your own greeting message (page 31).
- The remaining time for recording incoming messages will be displayed.

Note:
- The maximum recording time for incoming message can be changed (feature #10 on page 35).
- While an incoming message is being recorded, you can monitor it through the speaker. If this feature is not required, turn OFF feature #67 (page 39).
- If the unit announces the memory is full, erase unnecessary messages (page 32).

How phone calls and faxes are received

When receiving calls, the unit works as an answering machine and/or fax.
- If the call is a phone call, the unit will record the caller's message automatically.

- If a fax calling tone is detected, the unit will receive the fax automatically.

Receiving a voice message and fax document in one call

The caller can leave a voice message and send a fax document during the same call. Inform the caller of the following procedure beforehand.

1. The caller calls your unit.
   - The answering machine will answer the call.
2. The caller can leave a message after the greeting message.
3. The caller presses **【✳】【9】**.
   - The unit will activate the fax function.
4. The caller presses the start button to send a fax.

Ring setting in TAM/FAX mode

You can change the number of rings before the unit answers calls. You can choose from **"2"** (default), **"3"**, **"4"**, **"5"**, **"6"**, **"7"** and **"TOLL SAVER"**. This setting can be changed by feature #06 on page 35.

"TOLL SAVER": The unit answers after 2 or 3 rings when new messages have been recorded, and after 5 or 6 rings when there are no new messages. If you call your unit from outside to listen to new messages (page 33), you will know that there are no messages when the unit rings for the 4th time. You can then hang up without being charged for the call.

4.7.2 Activating FAX ONLY mode

1 Make sure feature #77 is set to **"FAX ONLY"** beforehand (page 40).

2 Press **【AUTO ANSWER】** repeatedly to display **"FAX ONLY MODE"**.
   - The **【AUTO ANSWER】** indicator turns ON.

How faxes are received

When receiving calls, the unit will automatically answer all calls and only receive fax documents.

Note:

- The number of rings before a call is answered in FAX ONLY mode can be changed (feature #06 on page 35).

4.8 Receive polling (retrieving a fax placed on another fax machine)

This feature allows you to retrieve a document from another compatible machine. Therefore you pay for the call.

Make sure that no documents are fed into your unit and that the other party's machine is ready for your call.

1 Press **【MENU】** repeatedly to display **"POLLING"**.
→ **【SET】**

2 Dial the fax number. → **【FAX START】**
   - The unit will start reception.

4.9 Junk fax prohibitor (preventing fax reception from undesired callers)

If you subscribe to Caller ID service (page 19), this feature prevents fax reception from calls that do not show caller information.
Additionally, the fax machine will not accept faxes originated from numbers that match the one on a programmable junk fax prohibitor list.

Important:

- **This feature does not work when manual reception is performed.**

4.9.1 Activating the junk fax prohibitor

1 Press **[MENU]** repeatedly to display "**JUNK FAX PROH.**" → **[►]**

2 Press **[+]** or **[−]** repeatedly to select "**ON**". → **[SET]**

3 Press **[MENU]** to exit.

4.9.2 Storing undesired callers

You can register up to 10 undesired numbers from the Caller ID list (page 19) if you do not wish to receive faxes from them.

1 Press **[MENU]** repeatedly to display "**JUNK FAX PROH.**".

2 Press **[►]** repeatedly to display "**JUNK LIST SET**". → **[SET]**

3 Press **[+]** or **[−]** repeatedly to display the item you wish to prevent the fax reception from. → **[SET]**

4 Press **[STOP]** to exit.

To display the junk fax prohibitor list

1. Press **[MENU]** repeatedly to display "**JUNK FAX PROH.**".
2. Press **[►]** repeatedly to display "**JUNK LIST DISP.**". → **[SET]**
3. Press **[+]** or **[−]** to display the item.
4. Press **[MENU]** to exit.

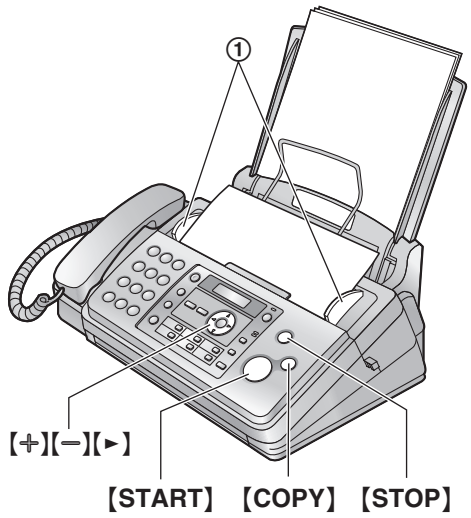
To print the junk fax prohibitor list

1. Press **[MENU]** repeatedly to display "**JUNK FAX PROH.**".
2. Press **[►]** repeatedly to display "**JUNK LIST PRINT**". → **[SET]**
3. Press **[MENU]** to exit.

To erase an item from the junk fax prohibitor list

1. Press **[MENU]** repeatedly to display "**JUNK FAX PROH.**".
2. Press **[►]** repeatedly to display "**JUNK LIST DISP.**". → **[SET]**
3. Press **[+]** or **[−]** repeatedly to display the desired item. → **[◄]**
   - To cancel erasing, press **[STOP]**, then press **[MENU]**.
4. **[SET]** → **[MENU]**

5.1 Making a copy



1 Adjust the width of the document guides (①) to fit the actual size of the document.

2 Insert the document (up to 10 pages) FACE DOWN until a single beep is heard and the unit grasps the document.

3 If necessary, press 【+】 or 【−】 repeatedly to select the desired resolution.
- If you select "STANDARD", copying will be performed using "FINE" mode.

4 【COPY】
- If necessary, enter the number of copies (up to 50).

5 Press 【START】, or the unit will start copying within 20 seconds.
- The unit will start copying.

Note:
- Any document which can be sent as a fax can also be copied (page 22).

To select the resolution

Select the desired resolution according to the character size.
– "FINE": For small-sized characters.
– "SUPER FINE": For very small-sized characters.
– "PHOTO": For photographs, shaded drawings, etc.

Copying from memory (Quick scan feature)

This feature is helpful when you want to copy the document, then remove it for other uses. To use this feature, activate feature #34 (page 38) beforehand. The default setting is OFF.
- If the document exceeds the memory capacity, copying of the exceeded document will be cancelled and this feature will be turned OFF automatically.

To stop copying

Press 【STOP】.

5.1.1 More copying features

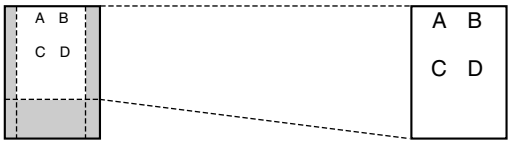
To enlarge a document

1. Insert the document. → 【COPY】 → 【►】

2. Press 【+】 repeatedly to select "150%" or "200%". → 【START】
- The unit will enlarge the centre of the upper part of the document. To make an enlarged copy of the bottom of the document, turn the document around, and then make a copy.

Example: 150 % enlarged copy

Original document Enlarged copy



To reduce a document

1. Insert the document. → 【COPY】 → 【►】

2. Press 【−】 repeatedly to select "92%", "86%" or "72%", then press 【START】.

Setting	Recording paper size	Original document size
"100%" (default)	A4	A4, Letter
"92%"	A4	A4
"86%"	A4	A4
"72%"	A4	Legal

Note:
- If the image at the bottom of the document is not copied when you copy a document that is the same length as the recording paper, try 92 % or 86 %.

To collate multiple copies

The unit can temporarily collate multiple copies in the same order as the original document pages.

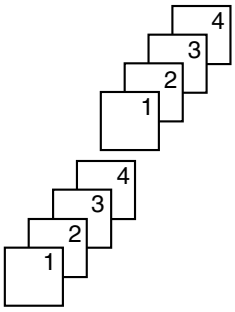
1. Insert the document. → 【COPY】

2. Enter the number of copies (up to 50).

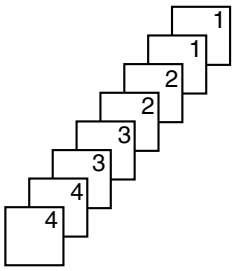
3. Press 【►】 2 times to display "COLLATE OFF".

4. Press 【+】 or 【−】 repeatedly to display "COLLATE ON". → 【START】

Example: Making 2 copies of a 4-page original document



Collated pages



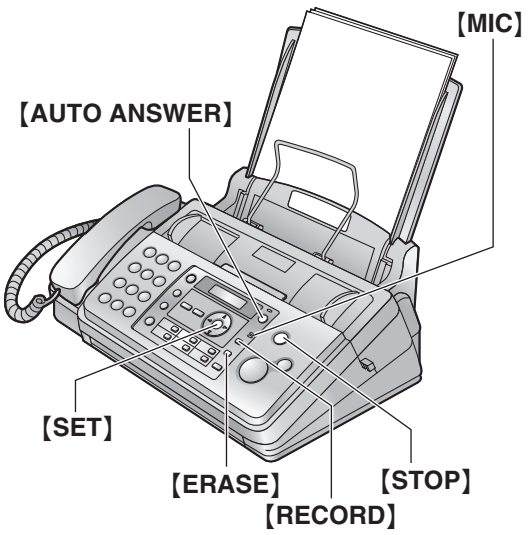
Uncollated pages

Note:

- The unit will store the documents into memory while collating the copies. If memory becomes full while storing, the unit will only print out the stored pages.

6.1 Recording your greeting message

You can record your own greeting message for TAM/FAX mode, for a maximum of 16 (default) or 60 seconds in length. We recommend you record a message of less than 12 seconds to make it easier to receive faxes.



1 Set feature #77 to **"TAM/FAX"** (page 40) beforehand.

2 **【RECORD】 → 【SET】**
- A long beep will sound.

3 Speak clearly about 20 cm away from **【MIC】**.
- The display will show the remaining recording time.

4 To stop recording, press **【STOP】**.
- The unit will repeat your message.

Note:
- You can change the maximum TAM/FAX greeting message recording time to 60 seconds (feature #54 on page 39).
  - If you change the setting to 60 seconds, we recommend that you tell the caller in your TAM/FAX greeting message to press **【✳】【9】** before starting fax transmission.
  - If you change the setting from 60 seconds to 16 seconds, your greeting message will be deleted. The pre-recorded greeting message will be played when a call is received.

To check the greeting message

1. Set feature #77 to **"TAM/FAX"** beforehand (page 40).
2. Press **【AUTO ANSWER】** repeatedly to display **"TAM/FAX MODE"**.
   - The unit will play the TAM/FAX greeting message.

6.1.1 Erasing your recorded greeting message

1 Set feature #77 to **"TAM/FAX"** (page 40) beforehand.

2 Press **【ERASE】** 2 times.

3 **【SET】**
- To cancel erasing, press **【STOP】**.

4 **【SET】**

Note:
- If you erase your TAM/FAX greeting message, the pre-recorded greeting message will be played when a call is received.

6.2 Leaving a message for others or yourself

To leave a private message for yourself or someone else, you can record a voice memo. This memo can be played back later, either directly or remotely.

1 Press **【RECORD】** 2 times.

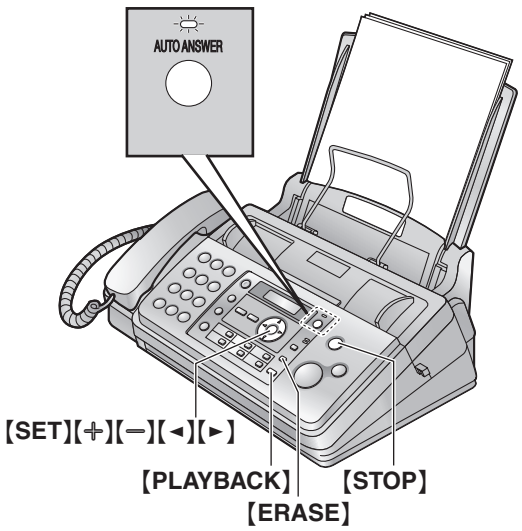
2 Press **【SET】**.
- A long beep will sound.

3 Speak clearly about 20 cm away from **【MIC】**.

4 To stop recording, press **【STOP】**.

6.3 Listening to recorded messages

When the unit has recorded new voice messages:
– The **【AUTO ANSWER】** indicator will flash when the auto answer setting is turned ON.
– The total number of recorded messages will flash on the display.



Press **【PLAYBACK】**.
- Only new messages will be played.
- Adjust the speaker volume using **【+】** or **【−】**.
- After playing back all of the new messages;
  – the **【AUTO ANSWER】** indicator will stop flashing but will remain lit up when the auto answer setting is turned ON.
  – the total number of recorded messages will stop flashing and remain displayed.
  If you press **【PLAYBACK】** at this time, all recorded messages will be played.

Note:
- The total recording time of all messages (greeting, incoming and memo messages) is **about 18 minutes**. A maximum of 59 messages can be recorded. If messages are recorded in noisy environment, the actual recording time may be less.

To repeat a message

Press **【◄】** while listening to the message.
- If you press **【◄】** within 5 seconds of the beginning of the message, the previous message will be played.
- To play back a specific message, press **【◄】** or **【►】** and search for the message you want to listen to.

To skip a message

Press **【►】** to play the next message.

To stop playback

Press **【STOP】** 2 times.

6.3.1 Erasing recorded messages

To erase a specific message

Press **【ERASE】** while listening to the message you want to erase.

To erase all messages

1 Press **【ERASE】** while the unit is idle.

2 Press **【SET】**.
- To cancel erasing, press **【STOP】**.

3 Press **【SET】**.

6.4 Operating from a remote location

Important:
- **Program the remote operation ID beforehand (feature #11 on page 35).**
- **Set the unit to TAM/FAX mode before going out (page 26).**
- **Use a touch tone telephone for remote operations.**

6.4.1 Summary of remote operation

1 Call your unit.

2 Enter the remote operation ID during or after the TAM/FAX greeting message.

3 **When there are new recorded messages**

1. A long beep will sound.

2. Short beep(s) will sound up to 8 times.
- This indicates the number of new messages.

3. New messages will be played back.

When there are no new messages

1. A long beep will sound (short beep will not sound).

2. Wait for 4 seconds or press **【5】**.

3. All the recorded messages will be played back.

4 To end remote operation press **【9】**, then hang up.

Note:
- When the voice memory is full, 6 beeps will sound after playing back the recorded messages. Erase any unnecessary messages.

6.4.2 Remote operation using remote commands

1 Call your unit.

2 Enter the remote operation ID during or after the TAM/FAX greeting message.

3 Enter a remote command within 10 seconds.

Note:
- When you press a key, press firmly.

Key	Remote command
【1】	Repeats a message (during playback)*1
【2】	Skips a message (during playback)
【4】	Plays new messages
【5】	Plays all messages
【6】	Room monitor
【7】	Records greeting message
【9】	Stops current operation*2
【0】	Turns OFF auto answer setting
【✳】【4】	Erases a specific message (during playback)
【✳】【5】	Erases all messages
【#】	Skips the greeting message

*1 If pressed within the first 5 seconds of a message, the previous message will be played.

*2 To resume operation, press a command key within 10 seconds, otherwise the marker message recording will start.

Recording a marker message

After playing back the messages, you can leave an additional message.

1. Wait for 3 beeps indicating the end of the remote operation.

2. Hear 1 beep.

3. Wait about 10 seconds.

4. Hear the voice guide and/or hear 1 beep.

5. Leave a message.

Setting to TAM/FAX mode from TEL mode

1. Call your unit and wait for 10 rings.
- A beep will sound.

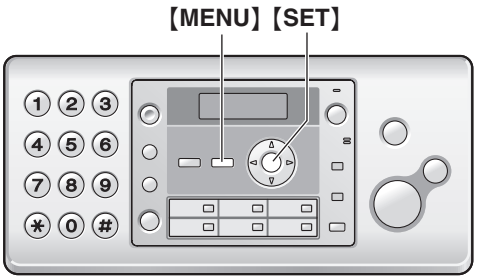
2. Enter the remote operation ID (feature #11 on page 35) within 8 seconds.
- The unit will play the greeting message, and the auto answer setting will be turned ON. The receiving mode will be set to TAM/FAX.

3. Hang up the handset.

Monitoring the room

Press **【6】** to monitor the sound for about 30 seconds in the room where the unit is installed.
- After 30 seconds, a beep will sound. To continue monitoring, press **【6】** again within 10 seconds.

7.1 Programming



1 【MENU】
2 Press 【#】 and the 2-digit code (page 35 to page 41).
3 Press the desired command to display the desired setting.
   - This step may be slightly different depending on the feature.
4 【SET】
5 To exit programming, press 【MENU】.

7.2 Basic features

Feature	Feature code	Selection
Setting the date and time	**【#】【0】【1】**	Enter the date and time using the dial keypad. See page 14 for details.
Setting your logo	**【#】【0】【2】**	Enter your logo using the dial keypad. See page 15 for details.
Setting your fax number	**【#】【0】【3】**	Enter your fax number using the dial keypad. See page 16 for details.
Printing a sending report	**【#】【0】【4】**	**【0】** “OFF”: Sending reports will not be printed. **【1】** “ON”: A sending report will be printed after every fax transmission. **【2】** “ERROR” (default): A sending report will be printed only when a fax transmission fails.
Changing the ring count in FAX ONLY mode	**【#】【0】【6】**	**【1】** “1” **【2】** “2” (default) **【3】** “3” **【4】** “4” **【5】** “5” **【6】** “6” **【7】** “7” **【8】** “8” **【9】** “9” **Note:** ● Set feature #77 to “FAX ONLY” (page 40) beforehand.
Changing the ring count in TAM/FAX mode	**【#】【0】【6】**	**【0】** “TOLL SAVER” **【2】** “2” (default) **【3】** “3” **【4】** “4” **【5】** “5” **【6】** “6” **【7】** “7” See page 27 for details. **Note:** ● Set feature #77 to “TAM/FAX” (page 40) beforehand.
Changing the maximum recording time for incoming messages	**【#】【1】【0】**	**【0】** “GREETING ONLY”: The unit plays the greeting message but does not record any incoming messages. **【1】** “1 MINUTE”: 1 minute **【2】** “2 MINUTES”: 2 minutes **【3】** “3 MINUTES” (default): 3 minutes
Setting the remote operation ID	**【#】【1】【1】**	**1. 【MENU】 → 【#】【1】【1】** **2.** To activate the remote operation feature, enter a 3-digit remote operation ID. ● To deactivate the remote operation feature, press **【✳】**. **3. 【SET】 → 【MENU】**
Setting the dialling mode	**【#】【1】【3】**	If you cannot make calls, change this setting according to your telephone line service. **【1】** “PULSE”: For rotary/pulse dial service. **【2】** “TONE” (default): For tone dial service.

Feature	Feature code	Selection
Setting the ringer tone	**【#】【1】【7】**	**【1】** “TONE 1” (default) **【2】** “TONE 2” **【3】** “TONE 3”

7.3 Advanced features

Feature	Feature code	Selection
Setting the journal report to print automatically	【#】【2】【2】	【0】"OFF": The unit will not print a journal report, but will keep a record of the last 30 fax transmissions and receptions. 【1】"ON" (default): The unit will print a journal report automatically after every 30 new fax transmissions and receptions (page 21).
Sending documents overseas	【#】【2】【3】	If you cannot send a fax overseas even if the number is correct and the line is connected, activate this feature before sending the fax. This feature improves the reliability by reducing the transmission speed. 【0】"OFF": Deactivates this feature. 【1】"NEXT FAX": This setting is effective only for the next attempted fax transmission. After transmission, the unit will return to the previous setting. 【2】"ERROR" (default): When the previous fax transmission fails and you wish to re-send the document. **Note:** • Calling charges may be higher than usual.
Sending a fax at a specified time	【#】【2】【5】	This feature allows you to take advantage of low-cost calling hours offered by your telephone company. This feature can be set up to 24 hours in advance of the desired time. 【0】"OFF" (default) 【1】"ON" **To send a document:** 1. Insert the document. 2. If necessary, press 【+】 or 【−】 repeatedly to select the desired resolution (page 21). 3. 【MENU】 → 【#】【2】【5】 4. Press 【1】 to select "ON". → 【SET】 5. Enter the fax number. → 【SET】 6. Enter the transmission start time. • If you selected 12 hour clock format (page 14), press 【✳】 repeatedly to select AM or PM. • If you selected 24 hour clock format (page 14), the time is set using 24 hour clock format. 7. 【SET】 → 【MENU】 **Note:** • To cancel after programming, press 【STOP】 then 【SET】. • If you change the date and time (feature #01 on page 14) after programming, this feature will be turned OFF automatically.
Setting the Caller ID list to print automatically	【#】【2】【6】	【0】"OFF" (default): The Caller ID list will not be printed automatically, but the unit will keep a record of the information for the last 30 different callers. 【1】"ON": The Caller ID list will be printed automatically each time the unit logs 30 different callers (page 19).

<table>
<tr><th>Feature</th><th>Feature code</th><th>Selection</th></tr>
<tr><td>Setting the quick scan</td><td>【⌗】【3】【4】</td><td>This feature is helpful when you want to remove the document for other uses, because the unit will release the document before sending or copying.
【0】 “OFF” (default): Deactivates this feature.
【1】 “ON”: The unit will scan the document and store it into memory first, then the unit will start sending or copying the documents.
Note:
● If the document exceeds the memory capacity, sending of the whole document or copying of the exceeded document will be cancelled and this feature will be turned OFF automatically.</td></tr>
<tr><td>Receiving oversized documents</td><td>【⌗】【3】【6】</td><td>If the size of the document sent by the other party is as large as or larger than the recording paper, the unit can reduce the document and print it. Select the desired reduction rate.
【1】 “72%”
【2】 “86%”
【3】 “92%” (default)
【4】 “100%”
<table><tr><th>Setting</th><th>Recording paper size</th><th>Original document size</th></tr><tr><td>“100%”</td><td>A4</td><td>Letter</td></tr><tr><td>“92%” (default)</td><td>A4</td><td>A4</td></tr><tr><td>“86%”</td><td>A4</td><td>A4</td></tr><tr><td>“72%”</td><td>A4</td><td>Legal</td></tr></table>Note:
● The information of the sending party is printed on the top of each page. Therefore, even if the original document is the same size as the recording paper, the document will be divided into 2 sheets when printed at “100%”. Select “92%” to print on 1 sheet.</td></tr>
<tr><td>Changing the LCD display contrast</td><td>【⌗】【3】【9】</td><td>【1】 “NORMAL” (default)
【2】 “DARKER”</td></tr>
<tr><td>Changing the fax activation code</td><td>【⌗】【4】【1】</td><td>If you wish to use an extension telephone (page 25) to receive faxes, activate this feature and program the activation code.
【0】 “OFF”
【1】 “ON” (default)
1. 【MENU】 → 【⌗】【4】【1】
2. Press 【1】 to select “ON”. → 【SET】
3. Enter your code from 2 to 4 digits, using 0-9, 【✳】 and 【⌗】.
● The default code is “✳#9”.
4. 【SET】 → 【MENU】</td></tr>
</table>

Feature	Feature code	Selection
Setting the memory reception alert	**【#】【4】【4】**	To alert you with a beeping sound when a received fax document is stored into memory due to some existing problem. **【0】** "OFF": Deactivates this feature. **【1】** "ON" (default): You will hear a beeping sound. **Note:** ● The slow beeps will continue until you clear the printing problem and make sure the unit is supplied with enough paper to print the stored document.
Setting friendly reception	**【#】【4】【6】**	To receive a fax automatically when you answer a call and hear a fax calling tone (slow beep). **【0】** "OFF": You have to press **【FAX START】** for fax reception. **【1】** "ON" (default): You do not have to press **【FAX START】** for fax reception.
Setting the voice guidance	**【#】【4】【7】**	If you wish to hear voice guidance, activate this feature. **【0】** "OFF": Deactivates this feature. **【1】** "ON" (default): You will hear the friendly reception voice guide, pre-recorded messages and voice time/day stamp.
Setting the auto disconnection	**【#】【4】【9】**	To answer a call with an extension telephone in TEL/FAX mode (page 26), activate this feature and program the code. **【0】** "OFF" **【1】** "ON" (default) **1. 【MENU】 → 【#】【4】【9】** **2.** Press **【1】** to select "ON". → **【SET】** **3.** Enter your code from 2 to 4 digits, using 0-9 and **【✳】**. ● The default code is "✳0". **4. 【SET】 → 【MENU】**
Changing the recording time for your TAM/FAX greeting message	**【#】【5】【4】**	**【1】** "16s" (default): Maximum recording time is 16 seconds. **【2】** "60s": Maximum recording time is 60 seconds. See page 31 for details.
Setting the scan contrast	**【#】【5】【8】**	To send or copy a document with faint or dark writing, set this feature before transmission or copying. **【1】** "NORMAL" (default): Used for normal writing. **【2】** "LIGHT": Used for dark writing. **【3】** "DARKER": Used for faint writing.
Setting the incoming message monitor	**【#】【6】【7】**	To hear an incoming message (ICM) from the speaker when the answering machine is recording the message. **【0】** "OFF" **【1】** "ON" (default)
Setting the Error Correction Mode (ECM)	**【#】【6】【8】**	This feature is available when the transmitting/receiving fax machines are ECM compatible. **【0】** "OFF": Deactivates this feature. **【1】** "ON" (default): To send a fax even if there is static interference on the telephone line. **Note:** ● You cannot change the setting when received documents are in memory.

Feature	Feature code	Selection
Setting recall/flash time	**【#】【7】【2】**	The recall/flash time depends on your telephone exchange or host PBX. **【1】** “900ms” **【2】** “700ms” **【3】** “600ms” **【4】** “400ms” **【5】** “300ms” **【6】** “250ms” **【7】** “200ms” **【8】** “160ms” **【9】** “110ms” **【✳】** “100ms” (default) **【0】** “90ms” **【#】** “80ms” **Note:** ● If the unit is connected via a PBX, this setting may need to be changed in order for PBX functions (transferring a call, etc.) to work correctly. Consult your PBX supplier for the correct setting.
Changing the receiving mode in the manual answer setting	**【#】【7】【3】**	**【1】** “TEL” (default): Telephone mode (page 25) **【2】** “TEL/FAX”: Telephone/Fax mode (page 26)
Setting the connecting tone	**【#】【7】【6】**	If you often have trouble when sending faxes, this feature allows you to hear connecting tones: fax tone, ring back tone and busy tone. You can use those tones to confirm the status of the other party’s machine. **【0】** “OFF”: Deactivates this feature. **【1】** “ON” (default): You will hear connecting tones. **Note:** ● If the ring back tone continues, the other party’s machine may not be a fax machine or may have run out of paper. Check with the other party. ● The connecting tone volume cannot be adjusted.
Changing the receiving mode in the AUTO ANSWER setting	**【#】【7】【7】**	**【1】** “TAM/FAX” (default): Telephone Answering Machine/Fax mode (page 26) **【2】** “FAX ONLY”: Fax only mode (page 27)
Changing the TEL/FAX delayed ring count	**【#】【7】【8】**	If you use an extension telephone in TEL/FAX mode, select the desired number of times the extension telephone rings before the unit answers the call. **【1】** “1” **【2】** “2” (default) **【3】** “3” **【4】** “4” **【5】** “5” **【6】** “6” **【7】** “7” **【8】** “8” **【9】** “9”

Feature	Feature code	Selection
Resetting advanced features to their default settings	**【#】【8】【0】**	**【0】** “NO” (default) **【1】** “YES” To reset the advanced features: **1. 【MENU】 → 【#】【8】【0】** **2.** Press **【1】** to select “YES”. → **【SET】 → 【SET】 → 【MENU】** **Note:** ● The ECM selection (feature #68 on page 39) will not be reset.

8.1 Error messages – Reports

If a problem occurs during fax transmission or reception, one of the following messages will be printed on the sending and journal reports (page 21).

Message	Code	Cause & Solution
COMMUNICATION ERROR	40-42 46-72 FF	• A transmission or reception error occurred. Try again or check with the other party.
	43 44	• A line problem occurred. Connect the telephone line cord to a different jack and try again. • An overseas transmission error occurred. Try using the overseas mode (feature #23 on page 37).
DOCUMENT JAMMED	-----	• Remove the jammed document (page 51).
ERROR-NOT YOUR UNIT	53 54 59 70	• A transmission or reception error occurred because of a problem with the other party's fax machine. Check with the other party.
JUNK FAX PROH. REJECT	-----	• The junk fax prohibitor feature of this unit rejected fax reception.
MEMORY FULL	-----	• The memory is full of received documents due to a lack of recording paper, a lack of ink film or a recording paper jam. Install paper (page 12), install ink film (page 9) or remove the jammed paper (page 49).
NO DOCUMENT	-----	• The document was not fed into the unit properly. Re-insert the document and try again.
OTHER FAX NOT RESPONDING	-----	• The other party's fax machine is busy or has run out of recording paper. Try again. • The other party's fax machine rang too many times. Send the fax manually (page 21). • The other party's machine is not a fax machine. Check with the other party. • The number you dialled is not in service.
PRESSED THE STOP KEY	-----	• **【STOP】** was pressed, and fax transmission or reception was cancelled.
OK	-----	• Fax transmission or reception was successful.

8.2 Error messages – Display

If the unit detects a problem, one or more of the following messages will appear on the display.

Display	Cause & Solution
"BACK COVER OPEN"	• The back cover is open. Close the back cover firmly.
"CALL SERVICE"	• There is something wrong with the unit. Contact our service personnel.
"CHECK DOCUMENT"	• The document was not fed into the unit properly. Re-insert the document. If misfeeding occurs frequently, clean the document feeder rollers (page 51) and try again. • The document is longer than 600 mm. Press **【STOP】** to remove the document. Divide the document into two or more sheets, and try again.
"CHECK PAPER"	• The recording paper is not installed or the unit has run out of paper. Install paper and press **【SET】** to clear the message. • The recording paper was not fed into the unit properly (page 50). Re-install paper (page 12) and press **【SET】** to clear the message. • The recording paper has jammed near the recording paper entrance. Remove the jammed paper (page 49) and press **【SET】** to clear the message.
"FAX IN MEMORY"	• See the other displayed message instructions to print out the document. Received documents are stored in memory due to a lack of recording paper, a lack of ink film or a recording paper jam. Install paper (page 12), install ink film (page 9) or remove the jammed paper (page 49). You will lose all faxes in memory if the power is removed. Check with power connected.
"FAX MEMORY FULL"	• The memory is full of received documents due to a lack of recording paper, a lack of ink film or a recording paper jam. Install paper (page 12), install ink film (page 9) or remove the jammed paper (page 49). You will lose all faxes in memory if the power is removed. Check with power connected. • When performing memory transmission, the document being stored exceeded the memory capacity of the unit. Send the entire document manually.
"FILM EMPTY"	• The ink film is empty. Replace the ink film with a new one (page 9). • The ink film is slack. Tighten it (see step 5 on page 10) and install again. • The fax machine is positioned near appliances such as TVs or speakers which generate an intense magnetic field.
"FILM NEAR EMPTY"	• The remaining ink film is low. Prepare a new ink film (page 7).
"MEMORY FULL"	• When making a copy, the document being stored exceeded the memory capacity of the unit. Press **【STOP】** to clear the message. Divide the document into sections.
"MESSAGE FULL"	• There is no room left in memory to record voice messages. Erase unnecessary messages (page 32).
"MODEM ERROR"	• There is something wrong with the unit's modem. Contact our service personnel.
"NO FAX REPLY"	• The other party's fax machine is busy or has run out of recording paper. Try again.
"NO TAM GREETING"	• Your TAM/FAX greeting message is not recorded. Record a message (page 31). • The voice guidance feature is set to off. Activate feature #47 on page 39. Prerecorded greeting message will be adopted.

Display	Cause & Solution
“OPEN CABINET CHECK FILM SLACK” “OPEN CABINET CHECK FILM TYPE”	• Please use genuine Panasonic replacement film (page 7). • The ink film is empty. Replace the ink film with a new one (page 9). • The ink film is not installed. Install it (page 9). • The ink film is slack or creased. Tighten it (see step 5 on page 10). • The fax machine is positioned near appliances such as TVs or speakers which generate an intense magnetic field.
“PAPER JAMMED”	• A recording paper jam occurred. Remove the jammed paper (page 49). • You forced the recording paper into the paper tray too strongly. Remove all of the installed paper, and re-install it gently.
“PHONEBOOK FULL”	• There is no space to store new items in the phonebook. Erase unnecessary items (page 17).
“PLEASE WAIT”	• The unit is checking that there is no slack or crease in the ink film. Wait for a moment while the check is completed.
“POLLING ERROR”	• The other party’s fax machine does not offer the polling function. Check with the other party.
“RECORDING ERROR”	• The greeting message or memo message you recorded was under 1 second long. Record a longer message.
“REDIAL TIME OUT”	• The other party’s fax machine is busy or has run out of recording paper. Try again.
“REMOVE DOCUMENT”	• The document is jammed. Remove the jammed document (page 51). • Press **[STOP]** to eject the jammed paper.
“TRANSMIT ERROR”	• A transmission error occurred. Try again. • If you are sending a fax overseas, try the following: – Use the overseas transmission mode (feature #23 on page 37). – Add 2 pauses at the end of the telephone number or dial manually.
“UNIT OVERHEATED”	• The unit is too hot. Stop using the unit for a while and let the unit cool down.

8.3 When a function does not work, check here

8.3.1 Initial settings

Problem	Cause & Solution
I cannot hear a dial tone.	• The telephone line cord is connected to the **[EXT]** jack on the unit. Connect to the **[LINE]** jack (page 13). • If you used a splitter/coupler to connect the unit, remove the splitter/coupler and connect the unit to the wall jack directly. If the unit operates properly, check the splitter/coupler. • Disconnect the unit from the telephone line and connect a known working telephone. If the working telephone operates properly, contact our service personnel to have the unit repaired. If the working telephone does not operate properly, contact your telephone company. • The power cord or telephone line cord is not connected. Check the connections. • If you have connected the fax machine through a computer modem, connect the fax machine directly to a telephone line jack.
I cannot make calls.	• The dialling mode setting may be wrong. Change the setting (feature #13 on page 13).
The unit does not work.	• Check the connections (page 13).

Problem	Cause & Solution
The unit does not ring.	• The ringer volume is turned OFF. Adjust it (page 14).

8.3.2 General

Problem	Cause & Solution
The unit displays "PAPER JAMMED" even though paper is installed.	• You forced the recording paper into the paper tray too strongly. Remove all of the installed paper, and re-install it gently.
The unit displays "CHECK PAPER" even though paper is inserted.	• The paper is inserted halfway. Insert it correctly (page 50) and press **【SET】** to clear the message.
The other party complains they only hear a fax tone and cannot talk.	• FAX ONLY mode is set. Tell the other party the number is only used for faxes. • Change the receiving mode to TAM/FAX mode (page 26), TEL mode (page 25) or TEL/FAX mode (page 26).
【REDIAL】or【PAUSE】does not function properly.	• If this button is pressed during dialling, a pause will be inserted. If pressed immediately after a dial tone is obtained, the last number dialled will be redialled.
The ink film runs out quickly.	• Even if there are only a few sentences, every page that comes out of the machine is considered a full page. • Turn OFF the following features: – sending report: feature #04 on page 35. – journal report: feature #22 on page 37. – Caller ID list: feature #26 on page 37.
During programming, I cannot enter the code or ID number.	• All or part of the numbers are the same as another code or ID. Change the number: – remote operation ID: feature #11 on page 35. – fax activation code: feature #41 on page 38. – auto disconnection: feature #49 on page 39.
The unit beeps.	• The memory reception alert of feature #44 is ON (page 39), and the unit has a document in memory. Press **【STOP】** to stop the beeps, then see the displayed message instructions to solve the problem.
The speakerphone is not working.	• Use the speakerphone in a quiet room. • If you have difficulty hearing the other party, adjust the volume.
The unit does not display the caller's name and/or telephone number.	• You need to subscribe to a Caller ID service. • Other telephone equipment may be interfering with your phone. Disconnect it and try again. • Other electrical appliances connected to the same outlet may be interfering with the Caller ID information. • Telephone line noise may be affecting the Caller ID information. • The caller requested not to send his/her information (page 19).
The display exits the Caller ID list while viewing caller information.	• Do not pause for over 3 minutes while viewing.

8.3.3 Fax – sending

Problem	Cause & Solution
I cannot send documents.	• The telephone line cord is connected to the **[EXT]** jack on the unit. Connect to the **[LINE]** jack (page 13). • The other party's fax machine is busy or has run out of recording paper. Try again. • The other party's machine is not a fax machine. Check with the other party. • The other party's fax machine failed to answer the fax automatically. Send the fax manually (page 21). • The memory is full of received documents and the quick scan (feature #34 on page 38) is ON. Turn this feature OFF, and send the fax again.
I cannot send a fax overseas.	• Use the overseas transmission mode (feature #23 on page 37). • Add two pauses at the end of the telephone number or dial manually.
The other party complains that letters on their received document are distorted or not clear.	• If your line has special telephone services such as call waiting, the service may have been activated during fax transmission. Connect the unit to a line that does not have these services. • An extension telephone on the same line is occupying the line. Hang up the extension telephone and try again. • Try copying the document with this unit. If the copied image is clear, there may be something wrong with the other party's machine. • Adjust the scan contrast using feature #58 (page 39).
The other party complains that black lines, white lines or smudges appear on their received document.	• The scanner glass or rollers are dirty with correction fluid, etc. Clean them (page 51). Please do not insert a document before correction fluid has dried completely.
Documents frequently misfeed.	• Clean the document feeder rollers and rubber flap (page 51).

8.3.4 Fax – receiving

Problem	Cause & Solution
I cannot receive documents.	• The telephone line cord is connected to the **[EXT]** jack on the unit. Connect to the **[LINE]** jack (page 13). • The ink film is empty. Replace the ink film with a new one (page 9).
I cannot receive documents automatically.	• The receiving mode is set to TEL mode. Change the receiving mode to TAM/FAX mode (page 26), FAX ONLY mode (page 27) or TEL/FAX mode (page 26). • The time taken to answer the call is too long. Decrease the number of rings in feature #06 (page 35). • The greeting message is too long. Record a shorter message (page 31).
The display shows "CONNECTING.....", but faxes are not received.	• The receiving mode is set to FAX ONLY mode and the incoming call is not a fax. Change the receiving mode to TAM/FAX mode (page 26), TEL mode (page 25) or TEL/FAX mode (page 26).
A blank sheet is ejected.	• If a blank sheet is ejected after the received document is printed out, the size of the document sent by the other party is as large as, or larger than, the recording paper, and the receiving reduction rate is not programmed correctly. Program the proper rate in feature #36 (page 38). • The other party placed the document in their fax machine facing the wrong way. Check with the other party.

Problem	Cause & Solution
The printing quality is poor.	Please do not reuse the ink film! Please use genuine Panasonic replacement film. Refer to page 7 for further details. ● The thermal head is dirty. Clean it (page 52). ● If documents can be copied properly, the unit is working normally. The other party may have sent a faint document or there may be something wrong with the other party's machine. Ask them to send a clearer copy of the document or to check their fax machine. ● Some paper has instructions recommending which side to print on. Try turning the recording paper over. ● You may have used paper with a cotton and/or fibre content that is over 20%, such as letterhead or resume paper.
Letters on the received document are distorted.	● If your line has special telephone services such as call waiting, the service may have been activated during fax reception. Connect the unit to a line that does not have these services.
I cannot receive documents by pressing【✳】【⌗】【9】on an extension telephone.	● You must set remote fax activation to ON (feature #41 on page 38) beforehand. ● You may have changed the remote fax activation code from **【✳】【⌗】【9】** (default setting). Verify the remote fax activation code (feature #41 on page 38). ● The memory is full of received documents due to a lack of recording paper, a lack of ink film or a recording paper jam. Install paper (page 12), install ink film (page 9) or remove the jammed paper (page 49).
The other party complains that they cannot send a document.	● The receiving mode is set to TEL mode. Receive the document manually (page 25) or change the receiving mode to TAM/FAX mode (page 26), FAX ONLY mode (page 27) or TEL/FAX mode (page 26). ● The memory is full of received documents due to a lack of recording paper, a lack of ink film or a recording paper jam. Install paper (page 12), install ink film (page 9) or remove the jammed paper (page 49).
I cannot select the desired receiving mode.	● Change the receiving mode while the unit is idle. – If you want to set TAM/FAX or FAX ONLY mode, set the desired mode using feature #77 (page 40), and press **【AUTO ANSWER】** repeatedly to select the desired mode. – If you want to set TEL or TEL/FAX mode, set the desired mode using feature #73 (page 40), and press **【AUTO ANSWER】** repeatedly to select the desired mode.

8.3.5 Copying

Problem	Cause & Solution
The unit will not make a copy.	● The ink film is empty. Replace the ink film with a new one (page 9). ● You cannot make a copy during programming. ● You cannot make a copy during a telephone conversation.
A black line, white line or smudge appears on the copied document.	● The scanner glass or rollers are dirty with correction fluid, etc. Clean them (page 51). Please do not insert a document before correction fluid has dried completely.
The copied image is distorted.	● Adjust the width of the document guides to fit the actual size of the document.

Problem	Cause & Solution
The printing quality is poor. Original Copy 	Please do not reuse the ink film! Please use genuine Panasonic replacement film. Refer to page 7 for further details. ● The thermal head is dirty. Clean it (page 52). ● Some paper has instructions recommending which side to print on. Try turning the recording paper over. ● You may have used paper with a cotton and/or fibre content that is over 20%, such as letterhead or resume paper. ● The recording paper is too damp. Use new paper.
Documents frequently misfeed.	● Clean the document feeder rollers and rubber flap (page 51).

8.3.6 Answering machine

Problem	Cause & Solution
The answering machine is turned ON, but caller messages are not recorded.	● The recording time is set to **"GREETING ONLY"**. Select **"1 MINUTE"**, **"2 MINUTES"** or **"3 MINUTES"** (feature #10 on page 35). ● The message memory is full. Erase unnecessary messages (page 32).
I cannot retrieve recorded messages from a remote location.	● Activate the remote operation feature by setting the remote operation ID beforehand (feature #11 on page 35). ● Press the remote operation ID correctly and firmly (page 33). ● The unit is not in TAM/FAX mode. Change to TAM/FAX mode (page 26).
The other party complains that they cannot leave a voice message.	● The memory is full. Erase unnecessary messages (page 32). ● The recording time is set to **"GREETING ONLY"**. Select **"1 MINUTE"**, **"2 MINUTES"** or **"3 MINUTES"** (feature #10 on page 35).
While recording a greeting message or listening to messages, the unit rings and recording stops.	● A call is being received. Answer the call and try again later.

8.3.7 If a power failure occurs

- The unit will not function.
- The unit is not designed for making emergency telephone calls when the power fails. Alternative arrangements should be made for access to emergency services.
- Fax transmission and reception will be interrupted.
- If delayed transmission (feature #25 on page 37) is programmed and a power failure prevents the document from being sent at the set time, the document will be sent after power is restored.
- If any documents are stored in the memory (i.e. during copy, fax transmission or fax reception, faxes received in memory), they will be lost.
- When power is restored, a power down report will be printed out stating which fax items in the memory have been erased.

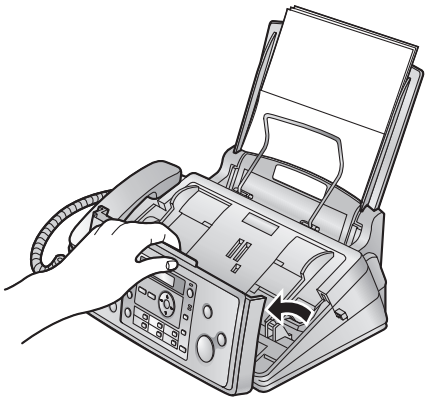
9.1 Recording paper jams

9.1.1 When the recording paper has jammed in the unit

The display will show the following.

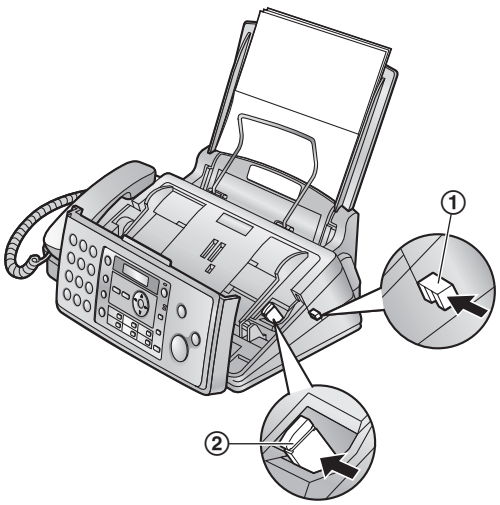
```
PAPER JAMMED
```

1 Open the front cover by pulling up the centre part.

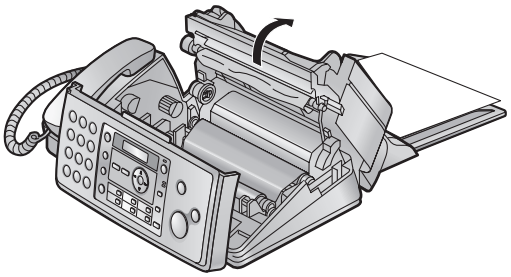


2 Release the back cover by pushing the green button (①).

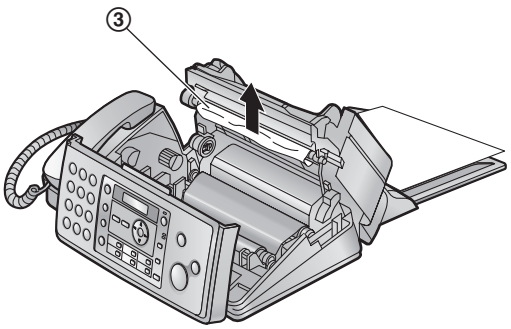
- You can also release the back cover by pushing in the green lever (②).



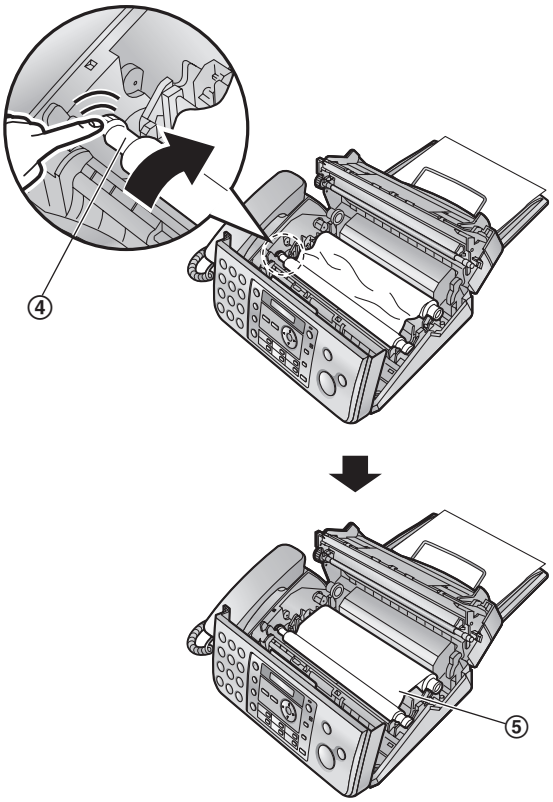
3 Open the back cover.



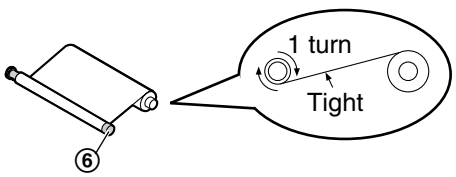
4 Remove the jammed recording paper (③).



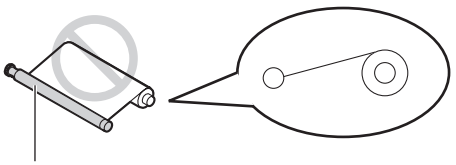
5 Turn the blue gear (④) in the direction of the arrow until the ink film is tight (⑤) and at least one layer of ink film is wrapped around the blue core (⑥).



Correct

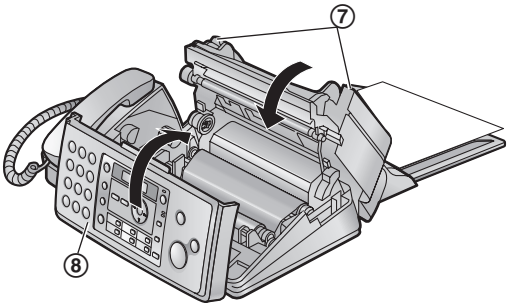


Incorrect



No ink film is wrapped around the blue core.

6 Close the back cover securely by pushing down on the dotted area at both ends (⑦), then close the front cover securely (⑧).

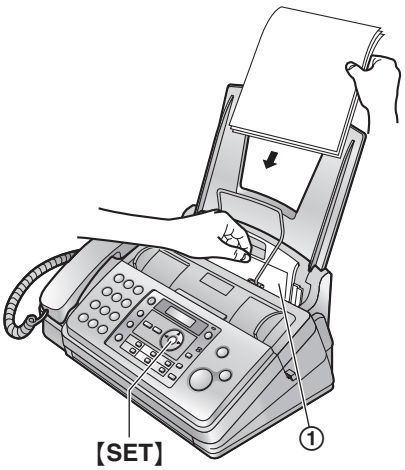


9.1.2 When the recording paper was not fed into the unit properly

The display will show the following.

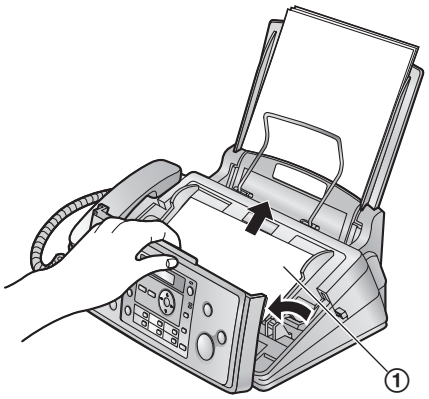
CHECK PAPER

Remove the recording paper and straighten. Pull the tension plate (①) forward and hold open while inserting paper, then press **【SET】** to clear the message.



9.2 Document jams

1 Open the front cover by pulling up the centre part. Remove the jammed document carefully (①).



2 Close the front cover securely.

Note:

- Do not pull out the jammed paper forcibly before opening the front cover.

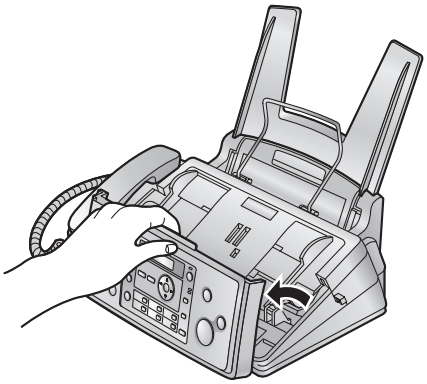
9.3 Document feeder/scanner glass cleaning

Clean the document feeder/scanner glass when:

– Documents frequently misfeed.
– Smudges or black/white lines appear on the original document when sending or copying.

1 Disconnect the power cord and the telephone line cord.

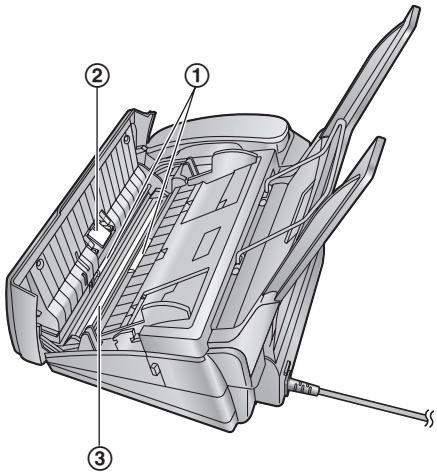
2 Open the front cover by pulling up the centre part.



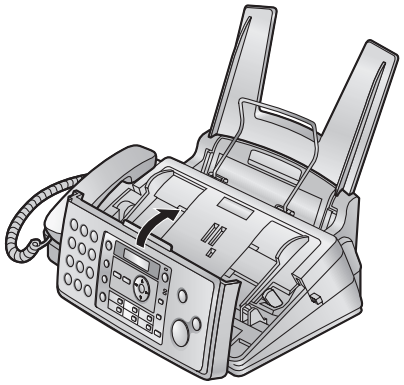
3 Clean the document feeder rollers (①) and rubber flap (②) with a cloth moistened with isopropyl rubbing alcohol, and let all parts dry thoroughly. Clean the scanner glass (③) with a soft, dry cloth.

Caution:

- **Do not use paper products, such as paper towels or tissues.**



4 Close the front cover securely.



5 Insert the recording paper gently (page 12).

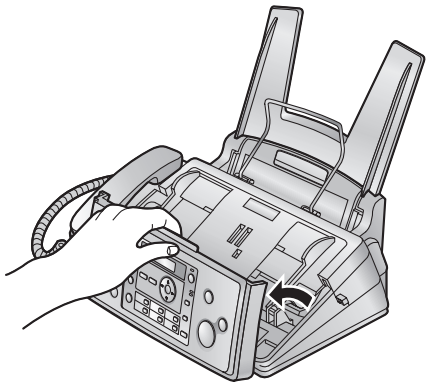
6 Connect the power cord and the telephone line cord.

9.4 Thermal head cleaning

If smudges or black/white lines appear on a copied/received document, check whether there is dust on the thermal head. Clean the thermal head to remove the dust.

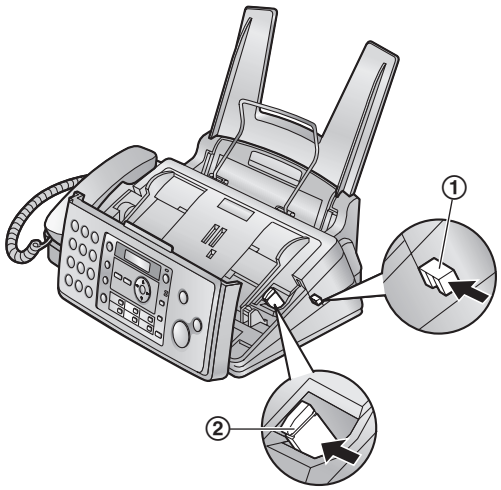
1 Disconnect the power cord and the telephone line cord.

2 Open the front cover by pulling up the centre part.

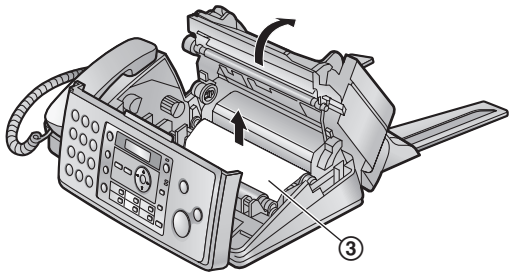


3 Release the back cover by pushing the green button (①).

- You can also release the back cover by pushing in the green lever (②).



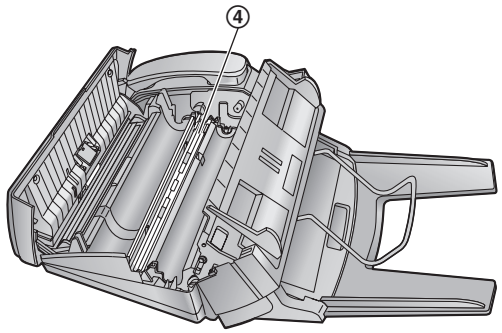
4 Open the back cover. Remove the ink film (③).



5 Clean the thermal head (④) with a cloth moistened with isopropyl rubbing alcohol, and let it dry thoroughly.

Caution:

- **To prevent a malfunction due to static electricity, do not use a dry cloth and do not touch the thermal head directly.**



6 Re-install the ink film and close the covers (see step 4 to 7 on page 10).

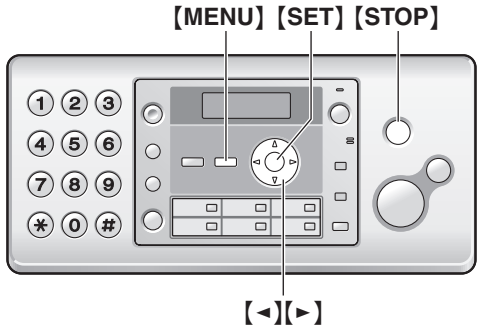
7 Insert the recording paper gently (page 12).

8 Connect the power cord and the telephone line cord.

10.1 Reference lists and reports

You can print out the following lists and reports for your reference:

– “SETUP LIST”
– “TEL NO. LIST”
– “JOURNAL REPORT”
– “PRINTER TEST”
  - If the test print has smudges, blurred points or lines, clean the thermal head (page 52).
– “BROADCAST LIST”
– “CALLER ID LIST”



1 Press 【MENU】 repeatedly to display “PRINT REPORT”.

2 Press 【◄】 or 【►】 repeatedly to display the desired item. → 【SET】
  - To stop printing, press 【STOP】.

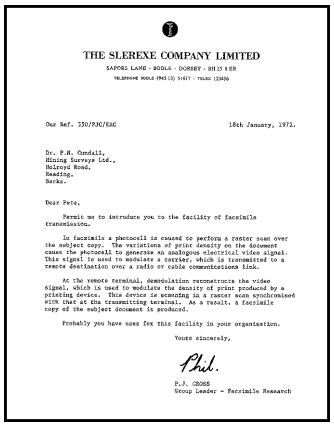
3 Press 【MENU】 to exit.

10.2 Specifications

■ **Applicable lines:**
Public Switched Telephone Network
■ **Document size:**
Max. 216 mm in width, Max. 600 mm in length
■ **Effective scanning width:**
208 mm
■ **Effective printing width:**
202 mm
■ **Transmission speed[*1]:**
Approx. 8 s/page (ECM-MMR)[*2]
■ **Scanning density:**
Horizontal: 8 pels/mm
Vertical: 3.85 lines/mm (standard resolution)
7.7 lines/mm (fine/photo resolution)
15.4 lines/mm (super fine resolution)
■ **Photo resolution:**
64 levels
■ **Scanner type:**
Contact Image Sensor
■ **Printer type:**
Thermal Transfer on plain paper
■ **Data compression system:**
Modified Huffman (MH), Modified READ (MR), Modified Modified READ (MMR)
■ **Modem speed:**
14,400 / 12,000 / 9,600 / 7,200 / 4,800 / 2,400 bps; Automatic Fallback
■ **Operating environment:**
5 °C – 35 °C, 20 % – 80 % RH (Relative Humidity)
■ **Dimensions:**
Approx. height 185 mm × width 355 mm × depth 272 mm
■ **Mass (Weight):**
Approx. 3.5 kg
■ **Power consumption:**
Standby: Approx. 1.8 W
Transmission: Approx. 12 W
Reception: Approx. 30 W (When receiving a 20 % black document)
Copy: Approx. 40 W (When copying a 20 % black document)
Maximum: Approx. 135 W (When copying a 100 % black document)
■ **Power supply:**
220 V – 240 V AC, 50/60 Hz
■ **Fax memory capacity[*3]:**
Transmission: Approx. 25 pages
Reception: Approx. 28 pages
(Based on the ITU-T No. 1 Test Chart in standard resolution, without using the Error Correction Mode.)
■ **Voice memory capacity[*4]:**
Approx. 18 minutes of recording time including greeting message

*1 Transmission speed depends on the contents of the pages, resolution, telephone line conditions and capability of the other party's machine.
*2 Transmission speed is based on the ITU-T No. 1 Test Chart with memory scanning original mode. If the capability of the other party's machine is inferior to your unit, the transmission time may be longer.
*3 If an error occurs during fax reception, such as a paper jam or if the recording paper runs out, the fax and subsequent faxes will be retained in memory.
*4 Recording time may be reduced by the calling party's background noise.

ITU-T No. 1 Test Chart



THE SLEREXE COMPANY LIMITED

SAPORS LANE · BOOLE · DORSET · BH25 8ER

TELEPHONE BOOLE (945 13) 51617 · TELEX 123456

Our Ref. 350/PJC/EAC 18th January, 1973.

Dr. P.M. Cundall,
Mining Surveys Ltd.,
Holroyd Road,
Reading,
Berks.

Dear Pete,

Permit me to introduce you to the facility of facsimile transmission.

In facsimile a photocell is caused to perform a raster scan over the subject copy. The variations of print density on the document cause the photocell to generate an analogous electrical video signal. This signal is used to modulate a carrier, which is transmitted to a remote destination over a radio or cable communications link.

At the remote terminal, demodulation reconstructs the video signal, which is used to modulate the density of print produced by a printing device. This device is scanning in a raster scan synchronised with that at the transmitting terminal. As a result, a facsimile copy of the subject document is produced.

Probably you have uses for this facility in your organisation.

Yours sincerely,

Phil.

P.J. CROSS
Group Leader - Facsimile Research

Note:

- The accuracy of the clock is approximately ±60 seconds a month.
- Design and specifications are subject to change without notice.
- The pictures and illustrations in these instructions may vary slightly from the actual product.

Recording paper specifications

Recording paper size:
A4: 210 mm × 297 mm

Recording paper weight:
64 g/m^2 to 80 g/m^2

Note for recording paper:

- Do not use the following types of paper:
  - Paper with cotton and/or fibre content that is over 20 %, such as letterhead paper or paper used for resumes
  - Extremely smooth or shiny paper, or paper that is highly textured
  - Coated, damaged or wrinkled paper
  - Paper with foreign objects attached, such as tabs or staples
  - Paper which has dust, lint or oil stains
  - Paper that will melt, vaporize, discolour, scorch or emit dangerous fumes near 200 °C, such as vellum paper. These materials may transfer onto the fusing roller and cause damage.
  - Moist paper
- Some paper only accepts print on one side. Try using the other side of the paper if you are not happy with the print quality or if misfeeding occurs.
- For proper paper feeding and best print quality, we recommend using long-grained paper.
- Do not use paper of different types or thickness at the same time. This may cause paper jams.
- Avoid double-sided printing.
- Do not use paper printed from this unit for double-sided printing with other copiers or printers. This may cause paper jams.
- To avoid curling, do not open paper packs until you are ready to use the paper. Store unused paper in the original packaging, in a cool and dry location.

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Notes

Notes

CE 0682

Manufacturer:
Panasonic Communications Co., Ltd.
1-62, 4-chome, Minoshima, Hakata-ku, Fukuoka 812-8531, Japan

Global web site:
http://panasonic.net

FP373FX

PNQX1826ZA CM1108DW0